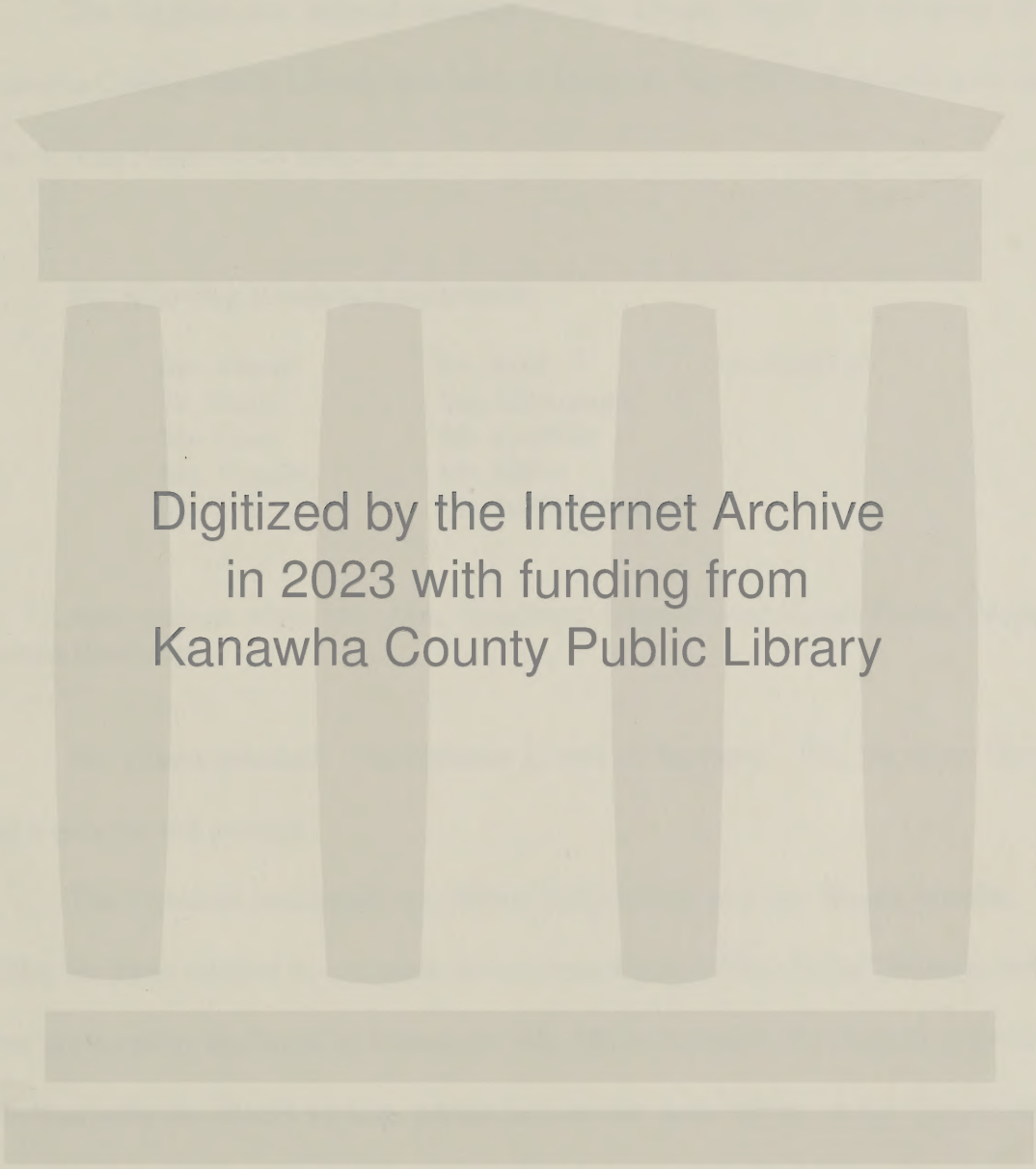

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MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON

JULY 17, 2008

The Regular and Annual Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, July 17, 2008 at 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Mr. Albert	Dr. Byrd	Ms. Chilton
Dr. Bailey	Ms. Silbernagel	
Ms. Cloer	Mr. Kauffelt	
Ms. Woody	Mr. Miller	
Ms. Tarr	Ms. Poffenbarger	

Also present were Mr. Alan Engelbert, Director and Caren Doyle, Manager, Human Resources.

Mr. Albert presided. The Director served as Secretary. The Secretary reported that a quorum was present.

The President welcomed Mr. Jeffrey (Jeff) Miller as a new Board Member. Mr. Miller has been selected to complete the unexpired term of Mr. Darrell Rolston and has been approved by the Board of Education. Mr. Miller indicated his pleasure in becoming involved with the library system, particularly as the main library is his "neighborhood library". Mr. Miller gave brief overview of his background and history and indicated his excitement about further contributing to the community through his involvement with the Library system.

Approval of Minutes. Upon motion duly made, seconded and unanimously carried, the minutes of the June 9, 2008 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and unanimously carried, the payment of Book Bills in the amount of $89,707.05 and the General Bills in the amount of $165,498.07 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills of Special Funds. The Library Director submitted bills to be paid from special Funds of $1,022.71 duly certified and approved in accordance with the Bylaws and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Approval of Bills - Construction Fund. The Library Director submitted bills to be paid from the Construction Fund of $892.72 duly certified and approved in accordance with the Bylaws and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Director's Monthly Report. Mr. Engelbert gave a report on the activities of the Library for the month of June, including:

- Library Events
  - Summer reading programs are well under way and experiencing exceptional attendance. He expressed his appreciation and compliments to the staff for the imagination, organizational skills and hard work required to develop and deliver these programs.
  - The Library street fair and Booksale were again part of the Festivall celebration and a great success despite the rain. The street fair is managed primarily by the Marketing department; the Booksale is coordinated by Facilities administrative staff with the generous assistance of our volunteers. We are very appreciative of the hard working individuals who contributed to the event.

- Human Resources/Staffing
  - Cindy Miller's resignation as the Marketing and Development Manager leaves a significant vacancy. Emily Popadopolous will continue to perform tasks related to Development on a part-time basis as a contractor through the Foundation. A careful review of the position has been conducted. We are currently updating the job description in preparation for internal posting. If we do not have qualified internal candidates, we will immediately begin external recruitment.
  - Additional areas of the library are experiencing staff vacancies for a variety of reasons, including transportation costs, relocation, and retirement, in addition to normal attrition. We are working to evaluate reasonable strategies such as a shortened workweek and/or flexible scheduling to improve retention, while working methodically to fill vacancies.

- Board of Education
  - An introductory meeting was held with Robin Rector, newest member of the Kanawha County Board of Education. Among the topics discussed was the funding issue involving the Library and the concerns expressed by the Board of Education.

- Finance
  - The Chart of accounts remains unchanged for the coming fiscal year
  - Carryover requests are being prepared for consideration and presentation for Finance Committee review
  - The three years of audits are nearing final stages of completion; once these audits are completed, Kim Runion will begin the process to initiate the FY 07-08 audit.

REPORTS OF COMMITTEES:

1. Personnel Committee. Dr. Bailey presented an amendment to Personnel Policy #302 Absence from Work – FMLA. Dr. Bailey indicated review and approval by the Personnel Committee. The amendment is designed to include new regulations in effect immediately when President Bush signed into law the National Defense Authorization Act (NDAA), which includes an expansion of the Family and Medical Leave Act (FMLA) on January 28, 2008. This expansion allows qualifying employees to take two new family leaves related to military service under the FMLA. Upon motion duly made, seconded and unanimously carried the changes to Personnel Policy #302 were approved.

Dr. Bailey presented proposed new Personnel Policy #204 Retirement, also reviewed and approved by the Personnel Committee. This policy is designed to confirm mandatory participation for all eligible employees in the (appropriate) retirement system; and to support, assist, and offer resources to staff. Upon motion duly made, seconded and unanimously carried the Board approved Personnel Policy #204.

ANNUAL MEETING OF THE KANAWHA COUNTY PUBLIC LIBRARY BOARD OF DIRECTORS

1. Nominating Committee. Ms. Chilton reported that the Nominating Committee recommends the following slate of officers for the 2008/2009 fiscal year:

- Mr. Mike Albert – President
- Dr. Ken Bailey – First Vice President
- Mr. Matt Smith – Second Vice President
- Mr. Alan Engelbert – Secretary/Treasurer

There being no nominations from the floor, upon motion by Mrs. Chilton seconded by Dr. Byrd, the above-named officers were elected by acclamation.

OLD BUSINESS

1. Building Project. A meeting of the Building Committee has been scheduled for Wednesday, July 30th at 4pm in the Ray Room. All Board members are welcome and encouraged to attend. The meeting will include discussion of the current status of the main library and branch building projects and further evolution of design concepts.

2. Property Acquisition. Discussions continue with various property owners regarding acquisition of property at the site of the new main library.

NEW BUSINESS

Review of Library Structure Changes. Mr. Engelbert, assisted by Ms. Doyle, presented an overview of the changes made in the organizational structure beginning in Fiscal Year 08-09 to include the shifting of duties and realignment of positions. This restructuring does not create new positions, eliminate positions, or require additional funding. The main purpose of restructuring is to allow the Library to better respond to current service imperatives and to continue the process of aligning staffing with the structure that will be required in the new main library facility. The major goals of the restructuring are to put more resources into building planning and management; consolidate and strengthen the programming function and set the stage to bring adult services together in the new

building; and to consolidate circulation functions and acknowledge the close link between the branches and the circulation function.

After explanation, review and general discussion of the reorganization, upon motion duly made by Mr. Kauffelt and seconded by Dr. Bryd, the organizational chart FY 2008-2009 was adopted as presented.

There being no further business the meeting was adjourned.

President

Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON

AUGUST 11, 2008

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, August 11, 2008 at 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Mr. Albert	Ms. Poffenbarger
Dr. Bailey	Mr. Reustle
Dr. Byrd	Ms. Silbernagel
Ms. Cloer	Mr. M. Smith
Mr. Kauffelt	Mr. P. Smith
Ms. Pauer	Ms. Whitehead
	Ms. Woody

Also present were Mr. Alan Engelbert, Director and Mr. Steve Branner and Mr. Brian Estep from ZMM, Inc., the architects for the Library on a portion of the projects included in the Open a Modern Classic Capital Campaign.

Mr. Albert presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and unanimously carried, the minutes of the July 14, 2008 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and unanimously carried, the payment of Book Bills in the amount of $75,839.18 and the General Bills in the amount of $115,982.77 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills of Special Funds. The Library Director submitted bills to be paid from special Funds of $1,999.11 duly certified and approved in accordance with the Bylaws and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set forth on the list be paid.

Approval of Bills - Construction Fund. The Library Director submitted bills to be paid from the Construction Fund of $451.11 duly certified and approved in accordance with the Bylaws and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set forth on the list be paid.

Director's Monthly Report. Mr. Engelbert gave a report on the activities of the Library for the month of July, including:

- Library Events
  - The Summer Reading Program for children ended with the most completions ever—2420 kids completed the program—this is 600 more than ever before.

- Human Resources/Staffing
  - The new organization chart is being rolled out and implemented.
  - Several persons were interviewed for the Administrative Assistant vacancy. The job was offered to someone who ended up accepting a job elsewhere. The search continues.
  - Over twenty applications were received for the Development job, of which seven were at least minimally qualified.
  - Recruitment continues to be a challenge, with most vacancies existing in the Popular Materials Department. A Job Fair is scheduled for Wednesday, August 13th. Applicants can be tested and interviewed on the spot.

- Other
  - ADA-related work continues to keep the Maintenance Department busy.
  - This is the time of year that the West Virginia Library Commission requests data from state libraries for annual reports. Susan Murphy of the Public Services Department deserves special commendation for helping to compile this information. Circulation of materials is up 6.5% over last year. However, reference questions were down, possibly because of a decline in school visits caused by higher fuel prices.
  - Mr. Ray and Mr. Engelbert met with the granddaughter and great-granddaughter of the Jacobsons, generous benefactors of KCPL for many years. These ladies were given a tour of the library and updated on the status of the building project. They expressed interest at being in attendance for dedication of the Jacobson wing at the new library.

REPORTS OF COMMITTEES:

1. Financial Affairs Committee. Mr. M. Smith reported that the Finance committee met prior to the Board Meeting to discuss recommendations for carry forwards into FY 2008/09. Mr. Engelbert stated that some carryovers relate to ADA issues, some are for repairs that need to be done at the Main Library and St. Albans, while some are related to bills that are late coming in from 2007/08. The Board approved the following resolution presented by the Financial Affairs Committee:

FINANCIAL AFFAIRS
RESOLUTION

RESOLVED, That the fiscal year 2008/2009 budget be amended to carry forward funds encumbered and/or authorized during the previous fiscal year and allow additional funds to be taken from the unencumbered fund balance for the items designated.

LINE ITEM	2007/2008 CARRYFORWARD ENCUMBERED FUNDS	ADDITIONAL FUNDS REQUESTED FOR 2008/2009	TOTAL
Advertising	$1,405.92	$0.00	$1,405.92
Audit	$0.00	$22,100.00	$22,100.00
Automation Equipment	$0.00	$13,138.62	$13,138.62
Automation Software	$0.00	$19,500.00	$19,500.00
Automation Supplies	$0.00	$10,000.00	$10,000.00
Building Repair and Maintenance	$9,020.97	$107,000.00	$116,020.97
Building Repair and Maintenance ADA	$7,698.09	$8,700.00	$16,398.09
Dental/Vision	$0.00	$5,000.00	$5,000.00
Furniture and Equipment	$3,188.67	$5,000.00	$8,188.67
Nitro collection materials	$0.00	$12,484.61	$12,484.61
Professional Fees	$0.00	$1,434.60	$1,434.60
Programming	$480.00	$0.00	$480.00
Recruitment	$1,890.00	$0.00	$1,890.00
Supplies	$2,994.22	$0.00	$2,994.22
Uniforms	$0.00	$1,100.00	$1,100.00
Vehicle Maintenance	$338.00	$0.00	$338.00
WV Book Festival	$1,966.00	$44,993.00	$46,959.00
	$28,981.87	$250,450.83	$279,432.70

2. Building Committee. Mr. Albert summarized the evolution of the main library building project, giving background information about the history of the building projects, site selection process, available property and property acquisition, the building design concept, escalating construction costs, and the status of private and public fund raising efforts. Alan Engelbert, Linda Miller, Steve Branner and Brian Estep undertook a review of the building design concept and developed an alternative concept. Mr. Albert reported that the Building Committee met on July 30th to discuss the alternative concept and agreed to forward it to the full Board with the approval of the building committee. The alternative concept reduces the overall size of the facility by approximately 20,000 square feet, saving on initial construction costs, allowing more efficient use of the facility by patrons, making more efficient use of available staff and reducing operating and maintenance costs.

The focus of fund raising and construction will be first on the main library building and then on the branches. The City of Charleston will be asked to support a bond referendum for the construction of the new main library. It is hoped that the amount from the City, combined with funds already raised privately and additional private funds to be raised, will be sufficient to move a part of the building projects forward.

Upon motion duly made, seconded and unanimously carried the Board approved the following resolution:

WHEREAS, the Board has reviewed and considered information presented by the Building Committee, the President and the Director related to possible significant changes in the cost, scope, timing and nature of the projects ("Projects") encompassed by the Open a Modern Classic Capital Campaign ("Campaign") and

NOW, THEREFORE, BE IT

RESOLVED, that the Board hereby authorizes the Building Committee, the President and the Director, in consultation with the Board's architect, ZMM, Inc., and K. R. Montgomery and Associates, to proceed formally to consider a proposal to the Board recommending changes in the cost, scope, timing and nature of the Projects; provided, however, that no formal changes to the Projects shall be approved and adopted without returning for further approval of the Board.

OLD BUSINESS - None

NEW BUSINESS - None

There being no further business the meeting was adjourned.

President

Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON

SEPTEMBER 8, 2008

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, September 8, 2008 at 4:00 p.m., in the John V. Ray Room of the Library.

The following Directors were present:

Mr. Albert	Ms. Chilton
Dr. Bailey	Ms. Gage
Dr. Byrd	Mr. Miller
Ms. Cloer	Ms. Poffenbarger
	Mr. Reustle

Also present were Mr. Alan Engelbert, Director, and Ms. Caren Doyle, Manager, Human Resources and Employee Learning.

Mr. Albert presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and unanimously carried, the minutes of the August 11, 2008 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and unanimously carried, the payment of Book Bills in the amount of $71,907.78 and the General Bills in the amount of $85,711.78 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills of Special Funds. The Library Director submitted bills to be paid from Special Funds of $1,260.08 duly certified and approved in accordance with the Bylaws. On motion duly made, seconded, and unanimously carried, it was ordered that the bills set forth on the list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund of $2,245.93 duly certified and approved in accordance with the Bylaws. On motion duly made, seconded, and unanimously carried, it was ordered that the bills set forth on the list be paid.

Director's Monthly Report. Mr. Engelbert gave a report on the activities of the Library for the month of August, including:

- Human Resources/Staffing
  - Interviews are in progress for the Marketing and Development position vacancy. The position has also been re-advertised in the Charleston Newspapers.
  - The Job Fair held on August 13, 2008 was a success with approximately forty-five attendees, resulting in six new employees.
  - Caren Doyle has resigned from her position of HR Manager. She will continue to work part-time to assist with the workload until the position is filled and to help with the transition to a new HR Manager if needed.

- Finance/Government Relations
  - Engelbert attended a meeting during the Interim Session of the Legislature's Education Committee. The Kanawha County Board of Education made a presentation on their ongoing concerns with the school aid formula and the requirement that the Board levy funds toward the support of the Library.

- Operations
  - Due to concerns with very slow speed, the Library's telecommunications system is under review. The current situation negatively impacts our ability to provide service to patrons, and to perform work effectively. It is a significant source of patron complaints. Engelbert and Automation staff will work with the West Virginia Library Commission to identify options and will provide further information to include cost and funding resources (e-rate), and the viability of proposals to improve service.

- Building Projects

  Ms. Chilton inquired about the options considered and service impacts at the Elk Valley Branch resulting from the requirements imposed in the Consent Agreement with the Department of Justice to comply with the Americans with Disabilities Act (ADA).

OLD BUSINESS

None

NEW BUSINESS

The Director reported that the VolunTEEN program has been a valuable part of the delivery of Library Services during the Summer months, with 103 VolunTEENs contributing over 1,140 hours of service. Upon motion duly made and seconded, the following resolution was unanimously approved:

WHEREAS, volunteer service is a very important contribution to the improvement of the quality of life in all communities; and

WHEREAS, the Kanawha County Public Library system in 1994 initiated a volunteer program aimed at utilizing the talents and energies of teenagers during the summer; and

WHEREAS, the Library system's award-winning VolunTEENS program has become a significant complement to the system's community service orientation, particularly during the Children's Summer Reading Program; and

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of the Kanawha County Public Library system hereby commends the VolunTEENS for their active participation in the system's 2008 VolunTEENS program and for the many hours of service they contributed to the library system and the community.

At this point in the meeting Mr. Albert advised the Board that discussion would include matters involving the purchase of property that should be dealt with in executive session pursuant to WV Code Section 6-9A-4(b)(9). A motion was duly made and seconded that the Board go into executive session and was unanimously approved by the Board.

Following the adjournment of the executive session the public Board meeting resumed.

After discussion and upon motion duly made and seconded, the following resolution was unanimously carried:

WHEREAS, the Kanawha County Public Library ("KCPL") has selected the site of the proposed new main Library ("New Library") in Charleston, such site being within the block bounded by Quarrier, Dickinson, and Lee Streets and Leon Sullivan Way; and

WHEREAS, Huntington National Bank, Trustee of the Butts Trust ("Bank") is the owner of two tracts that are important to the construction of the proposed New Library building and has indicated that the tracts are available for purchase, such tracts being located at 206 Dunbar Street and 209 Leon Sullivan Way (the "Properties"); and

WHEREAS, the Bank has indicated that they are willing to sell the Properties to the KCPL for a certain sum as discussed with the Board of Directors in Executive session; and

WHEREAS, the Board believes that the president and the Director of the KCPL should attempt to purchase the Properties at a value consistent with the appraisal of the Properties by the Library's appraiser in a report dated February 5, 2008;

NOW THEREFORE BE IT

RESOLVED, that the Board of the KCPL authorizes the President or the Director on behalf of the KCPL to enter into a purchase agreement or other instrument or agreement in order to purchase the Properties from the Bank at or below the price range discussed with the Board in executive session, such purchase to be funded either from the KCPL unencumbered fund balance, from other funds available in trust, or in such other manner as may be deemed appropriate and that any such purchase contain provisions conditioning such purchase on the right of the Board to review and be satisfied with an environmental review of the Properties, including the possible existence of asbestos, underground tanks or other environmental issues that might exist; and

RESOLVED, that, in the event that the President and the Director are not able to secure the purchase of the Properties for the amount provided, they return to the Board for any further authority prior to attempting to purchase said Properties for a price in excess of that amount; and

RESOLVED, that the President and Director be, and they hereby are, also authorized to request any donor interested in purchasing the Properties from the Bank for and on behalf of the Library, subject to later adequate fundraising, and donating it to the KCPL to undertake to do so at such a price as may be agreed between the Bank and said donor; and

RESOLVED, that the President and Library Director be, and they hereby are, authorized to sign any documents or take any steps necessary or incidental to carrying out the foregoing resolution.

There being no further business the meeting was adjourned.

President

Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON

OCTOBER 13, 2008

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, October 13, 2008 at 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Mr. Albert	Mr. Miller
Dr. Bailey	Mr. Smith
Dr. Byrd	Ms. Woody
Ms. Chilton	

Also present were Mr. Alan Engelbert, Director; Vicky Hatfield, Human Resources Specialist; and Elk Valley Branch Advisory Board members Charlotte Richardson, Nina Darnell, and Bob Hizer.

Mr. Albert presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and unanimously carried, the Minutes of the September 8, 2008 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and unanimously carried, the payment of Book Bills in the amount of $84,460.71 and the General Bills in the amount of $375,707.17 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills of Special Funds. The Library Director submitted bills to be paid from Special Funds in the amount of $4,178.53 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set forth on the list be paid.

Fund Approval of Bills – Construction. The Library Director submitted bills to be paid from the Construction Fund of $423.23 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set forth on the list be paid.

Director's Monthly Report. Mr. Engelbert gave a report on the activities of the Library for the month of September, including:

- Operations

  Engelbert discussed the Annual Operating Schedule for the Library. Historically, the Operating Schedule is developed and issued by the Library Administration. Two dates on which the Library normally is closed were omitted from the Schedule (Easter Sunday and the Sunday between Christmas and New Years). After discussion, the Board agreed by consensus to add those dates to the Operating Schedule for 2008 and to leave it to the purview of the Director to develop and issue the Operating Schedule for the Library each year.

  Engelbert, Jane Hughes and Todd Cook met with J.D. Waggoner and other representatives of the West Virginia Library Commission (WVLC) to explore the reconfiguration of our telecommunications system. The Library wants to reroute data and explore and implement other means of increasing the speed of the system, but relies on the WVLC to pay for the costs of telecommunications lines. Waggoner agreed that the WVLC would continue to pay the same amount it currently pays toward the cost of the KCPL telecommunications system regardless of configuration, and that the Library may apply for LSTA funds to offset the costs of a consultant necessary to analyze the telecommunications system and make recommendations for changes.

- West Virginia Book Festival

  The West Virginia Book Festival was a resounding success. The staff and committee members did a terrific job organizing the Festival and there was wonderful volunteer support. Attendance was excellent. The book sale brought in almost $5,600 more than last year.

  Engelbert explained issues involved with disposing of the thousands of books left unsold at the end of the book sale. Rental costs of facilities and staff costs prevent the sale from extending past one day. Remaining books must be removed from the Civic Center at the end of the day of the one-day sale. In previous years, a vendor purchased and removed all of remainders. No vendor could be found this year, and no charitable organization would take them because of the sheer number of books involved. The only option was to dispose of them for recycling. The Library will explore options for next year's sale, but choices are limited.

- Donations

  Engelbert reported that a person had contacted him regarding the possible return to her of a painting she believed her mother had donated to the Library years ago. The Library does not have a policy governing requests for the return of items

donated to it. After discussion, the Board directed Engelbert to meet with the person to attempt to establish the provenance of her claim that the item in fact had at one time been the property of her mother, and to bring the matter back to the Board for further discussion if warranted. A policy should be developed to govern this situation, should it occur again.

- Staffing

  The position of Marketing and Development manager was offered to two people. Both individuals declined the offer because of matching offers from their current employers, so the search process will continue.

- Finance

  Audits for the 2005, 2006 and 2007 fiscal years will be brought for the Board's approval at the November 10th meeting. Once these audits are completed, it will be time to begin work on the 2008 audit.

  Engelbert and Financial Services Coordinator Kim Runion met with County Comptroller Dave Fontalbert to verify the amount calculated as owed to the Library for FY 2008 as a result of the Sheriff's Settlement; and to review the revised schedule of payments to the Library of amounts levied on behalf of the Library and collected by the County. The Library and County were in agreement on the amount owed to the Library through the Sheriff's Settlement; and all agreed the payment schedule was working well for both the County and the Library.

- Branch Advisory Board Visits

  Engelbert has attended Advisory Board meetings at Elk Valley, St Albans, Marmet and Dunbar, is attending a meeting at Cross lanes later this evening, and has visits scheduled to Clendenin and Sissonville.

REPORTS OF COMMITTEES:

1. Elk Valley Advisory Board. The Advisory Board is concerned about the effects of a Consent Agreement reached by KCPL and the U.S. Department of Justice to bring the Library into compliance with the Americans with Disabilities Act. The requirement that all programs and services offered by Library must be accessible to all patrons may impact the use of the lower level of the Elk Valley Branch. The lower level houses the ongoing book sale conducted by the Advisory Board and library programs held in the meeting room, among other functions. The Advisory Board would like both floors of the Branch to be physically accessible. Charlotte Richardson of the Advisory Board presented to the KCPL Board an *Option Evaluation for Elk Valley Branch Library Building Access* prepared by Kathy Rushworth. The Advisory Board recommends that an elevator along with other improvements be undertaken. In response to a

question, President Albert authorized the Advisory board to pursue fund raising toward the cost of an elevator, which is currently estimated at $25,000 to $40,000. The *Option Evaluation* paper will be included as part of the Minutes of the Meeting.

2. Financial Affairs Committee. Upon a motion duly made and seconded, the Board approved the following resolution:

   RESOLVED, That the Kanawha County Public Library Budget for FY 2008/09 be amended to receive $5,000 from the West Virginia Library Commission to support the West Virginia Book Festival.

OLD BUSINESS

Building Committee. Mr. Albert, acting in the absence of the Committee Chair, explained to the Board the fee proposed by ZMM and K.R. Montgomery under the existing contract with the Library to provide additional services to develop a further schematic design for the new Main Library, made necessary as a result of the adoption of the revised concept for the building. Mr. Albert expressed that the Building Committee believe the proposed fees to be reasonable and recommend that the Board approve the fees for additional services in an amount not to exceed $75,000, subject to the adoption of an amendment to the existing contract. Upon a motion duly made and seconded the Board accepted the recommendation of the Building Committee.

NEW BUSINESS

MR. Albert discussed a letter sent to Charleston Mayor Danny Jones regarding the Main Library project.

There being no further business the meeting was adjourned.

Michael A. Albert
President

Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON

NOVEMBER 10, 2008

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, November 10, 2008 at 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Mr. Albert	Ms. Pauer
Dr. Bailey	Ms. Rugeley
Ms. Chilton	Mr. M. Smith
Mr. Kauffelt	Mr. P. Smith
	Ms. Woody

Also present were Mr. Alan Engelbert, Director; Vicky Hatfield, Human Resources Specialist; Kim Runion, Accountant; and Mr. Chris DeWeese, Suttle and Stalnaker.

Mr. Albert presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and unanimously carried, the Minutes of the October 13, 2008 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with bylaws and on motion duly made, seconded, and unanimously carried, the payment of Book Bills in the amount of $84,902.03 and the General Bills in the amount of $75,523.32 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds in the amount of $3,711.27 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set forth on the list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $1,847.06 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set forth on the list be paid.

Mr. Albert announced that the Agenda order would be modified to take up the report of the Financial Affairs Committee.

REPORTS OF COMMITTEES:

1. Financial Affairs Committee. Mr. Matt Smith and Mr. Albert reported that a number of meetings had taken place to discuss in great detail and review draft audits for fiscal years ending June 30th of 2005, 2006, and 2007. The Financial Affairs Committee recommends that the audits be forwarded to the Board for its consideration.

Mr. DeWeese gave a presentation explaining key points relating to the audits. Mr. DeWeese stated that there were no findings, no deficiencies of internal control and no issues of non-compliance for 2005, 2006, and 2007. He expressed his appreciation to the Library staff for their ability to provide information necessary to conduct audits of years when none of the current staff were employed by the Library. The only suggestion for the future was to secure and stabilize staffing in the Accounting Department in order to ensure financial reporting is a priority.

The Board extended its appreciation for the work of Kim Runion, the Accounting Department, and Suttle and Stalnaker for the 2005, 2006, 2007 audits.

Director Engelbert, Kim Runion, and Vicky Hatfield (staff present) were excused in order for the Board to meet with the auditor. There were no findings.

Mr. Parker Smith questioned why the Foundation Audited Financial Statements are included with the Kanawha County Public Library Audited Financial Statements. Mr. Deweese stated the Foundation is audited as a part of the Library because the sole purpose of the Foundation is to raise funds for the Kanawha County Public Library. Mr. Engelbert stated that the Request for Proposal for the FY 2008 audit calls for firms to conduct separate audits of the Library and the Foundation.

There being no further questions, upon motion duly made, seconded, and unanimously carried, the Audits for fiscal years 2005, 2006, and 2007, were approved.

The Board resumed the normal order of business on the Agenda.

Director's Monthly Report. Mr. Engelbert gave a report on the activities of the Library for the month of October, including:

- Design - New Library

  Mr. Engelbert's main focus this month has been to work with ZMM and K.R. Montgomery on a schematic design for the revised Main Library Building. Iterations of the design are reviewed and turned around between K.R. Montgomery, ZMM and the Library as quickly as possible, given the target date of the middle of December to achieve a new schematic design. The next revision should include enough detail that staff responsible for specific areas can review and help modify the design. The iteration after that should be developed to the point that it can profitably be discussed with the Building Committee and the Board.

- Elk Valley Branch Update

  Mr. Engelbert has discussed with Mike Albert the process of moving forward with making both floors of the Elk Valley branch accessible. A meeting of the Building Committee will be arranged to discuss various issues and how and when to proceed.

- Operations

  As part of the budget process, funds were carried in to start replacing circulating pumps in the boiler room at the Main Library; to repair the front elevator at the Main Library; to replace the hallway carpet on the Fourth Floor of the Main Library; and to replace the chiller on the roof. The initial set of pumps has been replaced. The start date for the elevator project is December 1st. The project involves the removal and replacement of the hydraulic jack and cylinder. The elevator will be out of service for two to three

weeks. The carpet replacement project will begin in January, with the chiller to wait until spring.

Funds were included in the 2009 Budget to allow the Technology Center on the second floor to be open and staffed thirty-nine hours per week instead of the current eighteen hours, beginning in mid-November. The additional hours will be available as planned.

Progress is being made on revamping our telecommunications system. Proposals have been solicited from a number of consulting firms and we are close to selecting a firm to conduct a study of our system. The selected firm will make recommendations and provide options on how the system can be improved, including costs for options identified. The target date for receipt of study recommendations is January 2009. The telecommunications system is a vital part of the library's infrastructure. An increase in speed of the system is critical to enabling patrons and staff to work more effectively online, and to permit KCPL to offer a wide range of digital services it currently cannot provide.

- Donations

Mr. Engelbert reported that he met with a patron wishing to retrieve artwork she believed had been donated to the Library by her parents, who are now deceased. The patron is satisfied that the piece in the Library's possession is not that which she is seeking. Mr. Engelbert stated that although this issue is now moot, developing a policy to address future situations is advisable.

NEW BUSINESS

1. Addendum to Agreement, ZMM. Mr. Albert explained that the process of redesigning the new Main Library required an Addendum to the Agreement originally reached with ZMM. The purpose of the addendum is to ensure proper compensation for work performed. Upon a motion duly made, seconded and unanimously carried the Addendum to the Agreement was adopted by the Board.

2. Naming Opportunity. Mr. Albert excused himself from the meeting. Mr. Engelbert reported that West Virginia American Water has requested to name a Large Casual Seating Area. Upon a motion duly made and seconded the Board unanimously approved the naming opportunity.

Mr. Albert returned to the meeting.

3. Other. Mr. Engelbert explained an issue involving compensation for full time staff in a Leap Year. Upon a motion duly made, seconded and carried, the Board approved crediting each full time staff member with 7.5 hours of annual leave, with Mr. Kauffelt opposed.

There being no further business the meeting was adjourned.

President

Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON

DECEMBER 8, 2008

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, December 8, 2008 at 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Dr. Bailey	Mr. Reustle
Ms. Chilton	Ms. Rugeley
Ms. Cloer	Ms. Silbernagel
Mr. Kauffelt	Mr. M. Smith
Mr. Miller	Mr. P. Smith
Ms. Poffenbarger	Ms. Tarr
	Ms. Woody

Also present were Mr. Alan Engelbert, Director, Ms. Linda Miller, Associate Director of Public Services, Ms. Sandy Frercks, Office Associate, Ms. Jane Turner, representative for the Friends of the Library and Mr. Steve Branner of ZMM, Inc.

Mr. M. Smith presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and unanimously carried, the minutes of the November 10, 2008 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and unanimously carried, the payment of Book Bills in the amount of $74,615.93 and the General Bills in the amount of $77,835.07 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds of $3,189.94 duly certified and approved in accordance with the Bylaws and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $878.81 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set forth on the list be paid.

Friends of the Library Report. Ms. Turner announced that the Basket Auction will take place on Saturday, April 25, 2009 at the law offices of Farmer, Cline and Campbell (the former Sunrise Museum). The Friends are in the process of gathering items for theme baskets. Ms. Turner encouraged Board members to mark their calendars now and distributed forms asking for donations of baskets or basket goodies. The primary goal of the Friends is to collect $10,000 to award to Children's Programming efforts each year.

Director's Monthly Report. Mr. Engelbert gave a report on activities for the month of November, including:

- *100th Anniversary Celebration*
  Pam May, Marketing Supervisor, is doing a very fine job heading the 100th Anniversary Celebration Committee. A list of events was included in the meeting handouts. The Foundation allocated $10,000 toward the cost and the Friends have generously agreed to purchase t-shirts for all staff members to promote this milestone.

- *Clay Center Collaboration*
  The library was approached by the Clay Center to collaborate on a grant application to bring a major exhibit to Charleston that would run from September 2009 through April 2010. The exhibit will focus on the history and impact of the Nubian Culture on the world and is offered by the Institute of Museum and Library Services (IMLS). KCPL previously partnered with the Clay Center to offer the very successful "Beginning a Healthy Life" series of programs. Mr. Engelbert feels that involvement in this grant would tie in nicely to our 100th anniversary celebration. The Board agreed that KCPL

should work together with the Clay Center on the application process toward the goal of securing this grant.

- *Generation Charleston Event*

  Generation Charleston, a group of young professionals who are affiliated with the Charleston Area Alliance, has approached KCPL to sponsor a fund-raiser on behalf of the new library. Discussions are in the early phases, but could include an event that would close Capitol Street and could be held around Labor Day (if Regatta events are discontinued). This also could tie in well with our 100th anniversary celebration.

- *Technology Plan*

  In order to quality for federal E-Rate discounts for telecommunication and telephone services, KCPL has to have an approved Technology Plan on file with the West Virginia Library Commission. The Plan was due December 2nd. Jane Hughes, Head of Automation and Technical Services, drafted a plan for the period July 1, 2009, through June 30, 2012. Mr. Albert reviewed and signed the plan. It was submitted in a timely manner to the Commission, which then approved it. The Technology Plan will be included in a new Long Range Plan for the entire system that will be drafted starting early next year. The Board will have the opportunity to review the Technology Plan as part of that process.

- *Telecommunication Issues*

  KCPL has commissioned a consultant study to identify the causes of problems with our telecommunications network and recommend potential solutions, including costs. The deadline for vendors wishing to propose solutions is January 9, 2009. Recommendations from the study will be analyzed and presented to the Board for approval.

- *Budget Process Begins*

  The process of developing the budget for next fiscal year has begun. Branch Managers and Department Heads are developing requests for submission.

- *Library Day at the Legislature*

  WVLA and the Commission have adopted goals for the coming legislative session—most of which involve increased funding. Participation in Library Day at the Legislature activities on Tuesday, March 3, 2009, is encouraged.

- *WVLA Conference*

  Mr. Engelbert attended WVLA's annual conference on December 3rd through 5th. The sessions were very worthwhile, and also contribute towards his required hours of continuing education per year.

REPORTS OF COMMITTEES:

BUILDING COMMITTEE—Mr. M. Smith reported that the committee met Saturday and has been working on the design concepts for the new Main library. Mr. Branner showed a potential schematic design on the projection screen, making note of some design elements and soliciting comment and reaction from the Board. He noted that the design is not yet ready for approval. The goal is to have the design concept ready for public presentation in February 2009. K. R. Montgomery is currently soliciting proposals from animation firms to design the "fly through" presentation.

FINANCE COMMITTEE—Mr. M. Smith reported that the committee met prior to the Board meeting to discuss acceptance of Community Participation Project grant funds in the amount of $59,680.00 and to discuss putting the Bookmobile RFP out for bid. The Finance Committee approved both issues and seeks final endorsement from the full Board. The resolution follows:

RESOLVED, That the Kanawha County Public Library budget for FY 2008/09 be amended to receive $59,680 in Community Participation Project grant funds for the purposes specified:

Kanawha County Public Library	programming, supplies, equipment and maintenance	$20,200.00
Kanawha County Public Library	Electronic Resource: to support annual subscription to the online tutoring resource, Live Homework Help, for all students (Grades 4-12 and College Intro. Math, Science, Social Studies & English) of Kanawha County.	$8,000.00
Kanawha County Public Library	Planning for library building projects: assist with architectural and technology/telecommunications consulting fees to be used for Main Library and branch building projects.	$20,000.00
Kanawha County Public Library	replacing the book mobile	$2,200.00
Kanawha County Public Library - Clendenin Branch library	various improvements	$1,920.00

Kanawha County Public Library - Cross Lanes branch Library	programming, supplies, equipment and maintenance	$1,920.00
Kanawha County Public Library - Dunbar Branch	supplies and materials	$1,600.00
Kanawha County Public Library - Elk Valley Branch	programming, supplies, equipment and maintenance	$1,920.00
Kanawha County Public Library - Sissonville Branch	programming, supplies, equipment and maintenance	$1,920.00
		$59,680.00

Upon motion duly made and unanimously carried, the Board agreed to accept the Finance Committee's resolution to accept $59,680.00 in CPP funds for the purposes given.

Mr. Engelbert then gave some background on the Bookmobile issue. He noted that the current Bookmobile is 18 years old, that funds have been set aside for several years to deal with the inevitable need for a new vehicle, and that additional funding has been received from various grant sources. Over the past year Susanna Holstein and the Bookmobile staff have visited libraries with bookmobiles, bookmobile manufacturers, investigated options and compiled technical specifications for this purchase. The bid document was reviewed by Chris Winton and is ready to issue.

Upon motion duly made and unanimously carried, the Board agreed to accept the Finance Committee's request that the Bookmobile purchase be put out to bid. Any acceptance of bids is subject to Board approval.

NEW BUSINESS:

PROPERTY ACQUISITION—Negotiations continue on various properties. Mr. Engelbert also commented that he has been asked to discuss the status of the Marmet project with the Marmet City Council, and there is an upcoming meeting of the City of Charleston Finance Committee that Library representatives have been invited to attend.

There being no further business the meeting was adjourned.

First Vice President

Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON

January 12, 2009

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, January 12, 2009 at 4:00 p.m. in the John V. Ray Room of the Library.

The following Board Members were present:

Mr. Albert	Mr. Reustle
Dr. Bailey	Ms. Rugeley
Ms. Chilton	Ms. Russell
Mr. Kauffelt	Ms. Silbernagel
Mr. Miller	Mr. M. Smith
Ms. Pauer	Mr. P. Smith
Ms. Poffenbarger	

Also present were Mr. Alan Engelbert, Director; Ms. Linda Miller, Associate Director of Public Services; Mr. Steve Branner and Mr. Brian Estep, of ZMM, Inc.; and Mr. Christopher J. Winton, of Ray, Winton & Kelley, PLLC;

Mr. Albert presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and unanimously carried, the minutes of the December 8, 2008 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and unanimously carried, the payment of Book Bills in the amount of $61,310.03 and the General Bills in the amount of $56,356.51 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds of $2,019.34 duly certified and approved in accordance with the Bylaws and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $12,651.38 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set forth on the list be paid.

NEW BUSINESS:

1. Retirement Resolution for Sara Burgess. Upon motion duly made, seconded and unanimously carried, the following resolution was approved:

WHEREAS, Ms. Sara Burgess was employed by the Kanawha County Public Library in May 1985 and has submitted her intent to retire effective January 31, 2009; and

WHEREAS, Ms. Burgess served in the Technical Services Department from 1985 until 1992; and

WHEREAS, Ms. Burgess has served in Popular Materials from 1992 until her retirement; and

WHEREAS, Ms. Burgess fulfilled the responsibilities of each of her positions in an exemplary fashion, with diligence, loyalty and integrity;

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of the Kanawha County Public Library recognize with deep appreciation Ms. Burgess's years of service to the library.

AND BE IT FURTHER RESOLVED, that the Board of Directors of the Kanawha County Public Library wishes Ms. Burgess a retirement filled with good health and enjoyment in whatever areas of interest and endeavor she may choose;

AND BE IT FURTHER RESOLVED, that this resolution be spread upon the minutes of this meeting of the Kanawha County Public Library Board of Directors and a copy be furnished to Ms. Burgess.

2. Executive Session. Pursuant to WV Code Section 6-9A-4(b)(9) and upon a motion duly made, seconded and unanimously approved, the Board went into executive session to discuss legal matters.

Mr. Reustle excused himself from the meeting.

Following adjournment of the executive session, the public Board meeting resumed.

Mr. Reustle returned to the meeting.

A motion was made, seconded and unanimously approved that the President and Library Director be authorized to take steps they deem necessary to defend the Library's interests in a legal action instituted by the Kanawha County Board of Education against the West Virginia Board of Education, including but not limited to taking steps to intervene in that legal action.

REPORTS OF COMMITTEES:

1. Building Committee. Mr. Albert welcomed ZMM, Inc to the meeting. Mr. Branner showed a revised concept for the exterior of the new Main library and outlined changes that had been made from the previous concept. Mr. Branner solicited feedback from the Board and answered questions. Mr. Albert thanked ZMM for all of their efforts. ZMM will meet with K. R. Montgomery soon to further refine the concept presented. It will then be presented to the Building Committee and then to the Board in the near future. The goal is to have the design concept ready for public presentation in February or March, 2009.

2. Financial Affairs. Mr. Matt Smith reported that the committee met prior to the Board meeting to discuss various resolutions and recommended their adoption by the full Board. Upon motion duly made and seconded, the following resolutions were unanimously approved.

> RESOLVED, That the fiscal year 2008/2009 budget be amended to receive a $2,500 grant from the American Library Association to allow KCPL to participate in the *Let's Talk About It: Love and Forgiveness in the Light of Death* discussion series.

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> WHEREAS audits performed in FY 2009 covering the fiscal years 2005 through 2007 entailed expenditures beyond what was budgeted; and
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WHEREAS the proposal to perform an audit of the Library and Library Foundation for FY 2008 accepted by the Board of Directors will entail greater expenditure than the amount available in the appropriate budget line;

NOW, THEREFORE BE IT

RESOLVED, that $12,880 be transferred from Contingency to Audit in the FY 2009 budget.

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RESOLVED, That any two of the following, Library Director Alan Engelbert, Accounting Manager Kim Runion and Board of Directors President Michael Albert, shall be authorized to sign checks or other authorizations on behalf of the Library for disbursement from the Jacobson Trust Fund in accordance with the terms of that trust.

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Upon a motion made, seconded and passed, with Dr. Bailey voting in the negative, the following resolution was approved:

WHEREAS the requested branch contributions for the Dunbar and St Albans branches are based on the 2008 property valuations, multiplied by the same rate per $100 of assessed valuation on the various classes of property as is established by the KCPL Special Act; and

WHEREAS the assessments for the other branches are based on 3.5% of operating costs; and

WHEREAS operating costs at various branches have increased because of the assignment of additional personnel on a permanent basis to those branches, replacing a system of substitutes previously employed, the costs of which substitutes were budgeted centrally; and

WHEREAS the assignment of additional personnel on a permanent basis results in improved service to the public and more accurately reflects the true costs of operating each branch; and

WHEREAS the costs of administration, automation, technical services, maintenance, and marketing continue to be budgeted centrally and no portion of these costs is currently assigned to branches;

NOW THEREFORE BE IT RESOLVED, that after discussion with local library advisory boards, the following amounts be requested from the various municipalities and local library advisory boards as contributions for the fiscal year 2009/2010:

	08/09 Operating Budget	FY 08/09 Contribution	FY 09/010 Proposed Contribution	Percent Increase or Decrease
Clendenin	$127,820	$3,818	$4,474	17.17%
Cross Lanes	$226,751	$7,820	$7,936	1.49%
Dunbar	$265,218	$63,943	$63,099	-1.32%
Elk Valley	$215,559	$6,548	$7,545	15.22%
Glasgow	$25,506	$725	$893	23.13%
Marmet	$88,214	$3,050	$3,087	1.23%
Riverside	$215,765	$6,860	$7,552	10.08%
St. Albans	$429,013	$94,590	$96,998	2.55%
Sissonville	$213,917	$6,007	$7,487	24.64%
Branch Support Subtotal		$193,361	$199,071	2.95%

3. Audit Committee. Mr. Albert reported that, pursuant to State of West Virginia requirements and guidelines, the Committee met to review, score, and recommend to the Board acceptance of an auditor to conduct audits for Kanawha County Public Library and the Library Foundation of Kanawha County, Inc. Based on the review and scoring of the proposals, the Committee recommended the following resolution be adopted:

> WHEREAS, the Kanawha County Public Library Board desires to have audits conducted of the Kanawha County Public Library and of the Library Foundation of Kanawha County, Inc. for fiscal years 2007/2008 and 2008/2009; and
>
> WHEREAS, the Board's Audit Committee has solicited proposals and evaluated the proposals according to State guidelines;
>
> NOW THEREFORE BE IT
>
> RESOLVED, that the Board approves the hiring of Suttle and Stalnaker, CPA, to conduct the above-referenced audits and authorizes the Director to enter into a contract for those services in accordance with the proposal.
>
> Upon motion duly made, seconded and unanimously carried, the above resolution was adopted.

Director's Monthly Report. Mr. Engelbert gave a report on activities for the month of December, including:

- Contacts with City Council Members and attendance at a City finance Committee meeting.
- Hiring of personnel including Rachelle Beckner as Marketing and Development Manager and Tricia Stringer as Office Services Coordinator.
- The Human Resources Manager position has been advertised, and interviews have either been conducted or are underway for the Public Services Operations Manager and two professional librarian positions. Line positions have been fully staffed for the last several months.
- Meetings with representatives of Generation Charleston, which may result in the Library being selected as the year-long project for them. If so, activities would include fundraising, helping raise awareness of the Library and advocacy.
- The Telecommunication Study, the results of which are due soon. Recommendations growing out of the study will be presented to the Board at the February meeting.
- Completion of a major project to bring the front elevator at the Main Library in Charleston into compliance with safety standards. Replacement of the carpet in the hallway on the 4th floor at the Main Library in Charleston should be completed in early February.
- Staff Development Day, scheduled for February 25th at the Ramada in South Charleston. The morning will be devoted to staff training, with the afternoon to be more fun or recognition-oriented. The Board is invited to attend all or part of the day and will receive an invitation soon.

There being no further business the meeting was adjourned.

President

Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON

February 9, 2009

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, February 9, 2009 at 4:00 p.m. in the John V. Ray Room of the Library.

The following Board Members were present:

Mr. Albert	Ms. Rugeley
Ms. Chilton	Ms. Russell
Ms. Cloer	Ms. Silbernagel
Mr. Kauffelt	Mr. M. Smith
Mr. Miller	Mr. P. Smith
Ms. Poffenbarger	Ms. Woody

Also present were Mr. Alan Engelbert, Director; Ms. Linda Miller, Associate Director of Public Services; Jane Hughes, Head of Technical Services and Automation; Susanna Holstein, Facilities and Security Manager; Rachelle Beckner, future Head of Marketing and Development, and Mr. Steve Branner, of ZMM, Inc.

Mr. Albert presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and unanimously carried, the minutes of the January 12, 2009 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and unanimously carried, the payment of Book Bills in the amount of $75,642.21 and the General Bills in the amount of $168,062.02 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds of $6,399.71 duly certified and approved in accordance with the Bylaws and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $41,523.82 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set forth on the list be paid.

Introduction of Rachelle Beckner. Mr. Albert introduced Rachelle Beckner who will begin February 23, 2009, as the Marketing and Development Manager.

REPORTS OF COMMITTEES:

1. Financial Affairs. Mr. M. Smith reported that the committee previously met on February 5, 2009, to discuss the existing telecommunications system and the Study performed pursuant to earlier Board authorization. Mr. Engelbert also explained that, while applications for E Rate discounts were likely to be funded for the cost of telecommunications lines and the Internet Service Provider recommended in the Study, it was less likely that the application for the costs of switches and routers would be funded. The Finance Committee reported that according to the provisions and regulations governing the E Rate program, KCPL must include in its budget the full costs of the telecommunications system in its budget for 2009-2010.

Following additional discussion by the Board, upon motion duly made and seconded, the following resolutions were unanimously approved.

WHEREAS, effective telecommunications is critical to the ability of the Kanawha County Public Library ("KCPL") to provide service and to operate effectively; and

WHEREAS, a study ("Study") conducted by independent consultants demonstrates that the current telecommunications system and infrastructure is not sufficient to meet the Library's present needs and will not permit the Library to implement the services identified in the Technology Plan for Kanawha County Public Library, July 2010-June 30, 2012; and

WHEREAS, the Kanawha County Public Library desires to make improvements to the telecommunications infrastructure necessary to support current public service and library operations and provide capacity for additional services, all as recommended by the Study and the Finance Committee;

NOW THEREFORE BE IT

RESOLVED, that the recommendation of the Study be accepted that 10 megabit (mb) data lines be provided to run from all branch locations to the Main Library in Charleston; and that the recommendation be accepted that a 100 mb data lines be provided to run from the Main Library to the Internet Service Provider (ISP); with said data lines to be provided at the lowest bid price under the terms of an existing contract established by the State of West Virginia; and be it further

RESOLVED, that a three-year contract be entered into with the ISP identified by the consultants which provided the low bid; and be it further

RESOLVED, that the KCPL Board of Directors recognizes that the full cost of the data lines and the ISP must be included in the budget for each year that these data lines and ISP are in operation; and be it further

RESOLVED, that an application for federal E rate funds shall be submitted annually to seek to offset the costs of the data lines and the ISP; and be it further

RESOLVED, that the West Virginia Library Commission be requested annually to continue to pay $12,804 toward the cost of the data lines, which is the amount it is contributing in FY 2009 toward data lines in use by KCPL; and be it further

RESOLVED, that the lowest bid cost of routers and switches identified by the consultants as necessary to implement improvements in the telecommunications infrastructure be included in the budget for 2009-2010, and that an application for federal E rate funds shall be submitted to seek to offset the costs of this hardware.

The Directors next considered a proposal regarding the acquisition of a new Bookmobile. Mr. Engelbert noted that KCPL has been working toward the replacement of its bookmobile for a number of years. Bids were solicited from as many vendors as could be identified, and the availability of the bid documents was advertised on the KCPL website and in the Charleston Gazette. Based on the bids received and after review by the Finance Committee, the Finance Committee recommended that the bid from OBS, Inc. be accepted, including the options identified in the resolution, below.

Upon motion duly made and seconded, the following resolutions were unanimously approved.

WHEREAS, the Kanawha County Public Library ("KCPL") has operated a bookmobile service continuously since the 1930's; and

WHEREAS, the current bookmobile has been in service since 1990; and

WHEREAS, the Library desires to replace its current bookmobile with a new bookmobile; and

WHEREAS, the Library developed specifications and solicited bids from vendors to provide a new bookmobile in accordance with Library policies and statutory requirements; and

WHEREAS, OBS, Incorporated has submitted a bid which complies with the specifications and is the low bidder;

NOW, THEREFORE BE IT

RESOLVED, that the Board of Directors approves the bid from OBS, Inc. to include the following base amount and options, and authorizes the Director or the President to sign contracts or instruments and take any other actions necessary to procure a new bookmobile from OBS:

Base bid:	$219,200
All recommended options include:	
	$ 7,613 Cummins ISC 285HP@800 engine
	$ 2,100 Air Suspension – Front
	$ 1,620 Awning
	$ 5,000 Enhanced Graphics
	$235,533

And be it further

RESOLVED, that the Director and the Finance Committee are instructed to consider and make a timely recommendation to the Board of Directors on whether to trade the current bookmobile to OBS at the bid price of $2,000 or to attempt to sell or donate the bookmobile locally or to another library, or to seek out Kanawha County community organizations which might be interested in having the bookmobile donated to them under such terms and conditions as the Board may decide.

2. Building Committee. Mr. M. Smith reported that the committee met on January 29th to review the updated proposed Main Library building concept with ZMM, Inc. Mr. Albert welcomed Mr. Branner of ZMM, Inc to the meeting. Mr. Branner showed the proposed Main Library building concept, with updated floor plans.

Mr. M. Smith also reported that the Building Committee discussed the new building concept and the authorization for the expenditure of funds for the preparation of a fly-through animation.

Upon motion duly made and seconded, the following resolution was unanimously approved.

> WHEREAS, the Kanawha County Public Library intends to construct a new Main Library facility; and
>
> WHEREAS, ZMM and krM Architects have been requested to develop a new schematic design for a revised concept for the new Main Library; and
>
> WHEREAS, the Library and the Library Foundation of Kanawha County, Inc. desire to have marketing and other products developed based on the schematic design for the revised concept;
>
> NOW THEREFORE BE IT
>
> RESOLVED, that the exterior design concept and interior layout as presented by ZMM on this date be accepted by the Board for the purpose of producing a fly through and other marketing products, and for use in presentations to potential donors or other appropriate parties; and be it further
>
> RESOLVED, that the Board of Directors accept a proposal from krM Architecture to produce a fly though on a time and materials basis at a cost not to exceed $13,950.

Mr. Engelbert explained that the agreement reached with the US. Department of Justice to bring KCPL into compliance with the Americans with Disabilities Act is causing changes to facilities and services throughout the system. He recommended to the Board that an architectural study be undertaken of the Elk Valley Branch, given concerns expressed regarding the impact on services of ADA compliance and the Board's desire to provide the best possible library service at that facility.

Upon motion duly made and seconded, the following resolution was unanimously approved.

> WHEREAS, the Kanawha County Public Library ("KCPL") operates a facility known as the Elk Valley Branch; and
>
> WHEREAS, the requirements of the Americans with Disabilities Act and a consent Agreement reached with the U.S. Department of Justice require changes to how services are provided at, and physical modifications to, the Elk Valley Branch; and
>
> WHEREAS, the Board of Directors desires to provide services and make the most effective use possible of the space available at the Branch;
>
> NOW THEREFORE BE IT
>
> RESOLVED, that the Director solicit proposals from architectural/engineering firms in accordance with KCPL policies and procedures and the West Virginia Statutes, to evaluate the existing Elk Valley Branch Library for compliance with current building and accessibility codes, as well as current KCPL operational and management guidelines/requirements, and with the acceptance of any proposal the Director may recommend subject to approval by the KCPL Building Committee and the Board of Directors.

Director's Monthly Report. Mr. Engelbert gave a report on activities for the month of January, including:

- Meetings with ZMM, Inc to review the updates to the new Main Library building concept and floor plans.
- The KCPL Long Range Plan expires in June 2009. Mr. Engelbert will meet with Ms. Cloer, Chair of the Long-Range Planning Committee, to discuss a process for developing a new Plan.
- Budget proposals for 2009/2010 have been received from all departments and branches. Mr. Engelbert will review the requests and begin formulating the budget proposal to be approved.
- Mr. Engelbert reminded the Board about Staff Development Day, scheduled for February 25th. The Board members had previously received their invitations. The Board had positive feedback regarding the current agenda.

Library Day at the West Virginia Legislature is set for March 3, 2009. The Board members have received information packets in the mail. Many members are looking forward to this event, and we should take this opportunity to stress the importance of public libraries to the West Virginia legislators.

NEW BUSINESS:

1. Retirement Resolution for Pam Hacker. Upon motion duly made, seconded and unanimously carried, the following resolution was approved, honoring Pam Hacker on her retirement:

WHEREAS, Ms. Pam Hacker was employed by the Kanawha County Public Library in January 1991 and has submitted her intent to retire effective February 10, 2009; and

WHEREAS, Ms. Hacker served as a Substitute Library Assistant I in the St. Albans branch from 1991 until 1999; and

WHEREAS, Ms. Hacker has served as a Library Assistant II in the St. Albans branch from 1999 until her retirement; and

WHEREAS, Ms. Hacker fulfilled the responsibilities of each of her positions in an exemplary fashion, with diligence, loyalty and integrity;

NOW THEREFORE BE IT

RESOLVED, that the Board of Directors of the Kanawha County Public Library recognize with deep appreciation Ms. Hacker's years of service to the library; and be it further

RESOLVED, that the Board of Directors of the Kanawha County Public Library wishes Ms. Hacker a retirement filled with good health and enjoyment in whatever areas of interest and endeavor she may choose; and be it further

RESOLVED, that this resolution be spread upon the minutes of this meeting of the Kanawha County Public Library Board of Directors and a copy be furnished to Ms. Hacker.

There being no further business the meeting was adjourned.

President

Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON

March 9, 2009

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, March 9, 2009 at 4:00 p.m. in the John V. Ray Room of the Library.

The following Board Members were present:

Mr. Albert	Mr. Reustle
Dr. Bailey	Ms. Rugeley
Ms. Chilton	Ms. Russell
Ms. Cloer	Ms. Silbernagel
Mr. Kauffelt	Mr. M. Smith
Ms. Pauer	Mr. P. Smith
Ms. Poffenbarger	Ms. Tarr
	Ms. Whitehead

Also present were Mr. Alan Engelbert, Director; Ms. Tricia Stringer, Administrative Coordinator, Ms. Margie Criser and Ms. Louise St. Clair, Sissonville Advisory Board

Mr. Albert presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and unanimously carried, the minutes of the February 9, 2009 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and unanimously carried, the payment of Book Bills in the amount of $68,961.77 and the General Bills in the amount of $96,225.48 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds of $1,982.05 duly certified and approved in accordance with the Bylaws and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $14,940.58 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set forth on the list be paid.

REPORTS OF COMMITTEES:

1. Building Committee.

Mr. Albert announced a change in the agenda order to accommodate persons in attendance to address the Board. He then introduced Ms. Margie Criser and Ms. Louise St. Clair, from the Sissonville Advisory Board, which is seeking approval to name the children's department in honor of Mr. Arthur Fisher of Sissonville.

The Building Committee had met prior to the Board meeting and prepared a letter in response to the request by the Sissonville Advisory Board. Mr. Albert read the letter from the KCPL Board in which the Board suggested that the Sissonville Advisory Board work with Mr. Engelbert and Sissonville Branch Manager, Joyce Coombs to come up with an alternate means of honoring Mr. Fisher, such as a service award, a lecture series, or an annual children's reading program named after him.

Directors Monthly Report:
Mr. Engelbert gave a report on activities for the month of February, including:

- Attendance at Advisory Board meetings at the Sissonville, Clendenin and Elk Valley Branches to speak with them specifically regarding the increase in branch contributions for next fiscal year.

- Solicitation of interest through the WV Office of the American Institute of Architects regarding the study of the Elk Valley Branch. The Building committee will meet with interested firms prior to the April 13th Board Meeting.

- Participation in meetings with staff members from Senator Byrd's and Senator Rockefeller's offices, and Congresswoman Capito regarding public funding for the new main library.

- The Director helped develop and attended the planning retreat to assess upcoming building projects and fundraising.

- Staff Development Day.

- Discussion with the Long Range Planning Committee Chair regarding development of a new Long Range Plan (LRP) for the Library. The full LRP Committee is scheduled to meet immediately after the Board meeting.

- The upgrade of the telecomm system is moving forward. Changes to the system will require modification of the Electronic Resource and Usage policy. After discussion with the Board, it was decided that Mr. Engelbert will work with the Long Range Planning Committee regarding the wording of the necessary changes.

- ZMM and krM Architects continue to work on the fly through for the new main library.

- Library Legislation Day and visits with the Kanawha County Delegation. Mr. Engelbert has been appointed a member of WVLA's Legislative Committee. Senate Resolution 15 calling for a study of funding of public libraries was distributed to the Board and discussed.

REPORTS OF COMMITTEES:

1. Financial Affairs. Mr. M. Smith reported that the Committee met immediately prior to the Board meeting to discuss and prepare the Levy resolutions to be sent with the Levy request letters. The proposed Levy resolutions represent a 3.5 % increase in Levy funds directed to the library.

Mr. M. Smith then requested that Mr. Albert address the Board about a letter received from the City of Charleston that expresses the City's belief that payment of funds levied on behalf of the Library can be reduced under certain circumstances. Mr. Albert recommended that the Board send the Levy resolutions now and without change, as they are not affected by the City's opinion.

Upon motion duly made and seconded, the following resolutions were unanimously approved.

Levying Authority - Board of Education

RESOLVED, that the Library requests the Board of Education of Kanawha County to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of the West Virginia Legislature, 1957, which will produce $2,702,095 required for the support, maintenance and operation of the Library and its branch libraries for the fiscal year beginning July 1, 2009;

RESOLVED FURTHER, that such request be transmitted to said Board of Education by letter from the Board of Directors of the Library duly signed by its President.

RESOLVED FURTHER, that the officers of the Board of Directors of the Library and the Library Director be authorized and directed to sign such other papers and to perform such acts as may be necessary to effect the proper laying of the said levy by the Board of Education of Kanawha County authorized by the said statute, in order to provide for the support, maintenance and operation of the Library and its branch libraries, as aforesaid.

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Levying Authority - City of Charleston

RESOLVED, that the Library requests the City of Charleston to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of the West Virginia Legislature, 1957, which will produce $910,870 required for the support, maintenance and operation of the Library and its branch libraries for the fiscal year beginning July 1, 2009;

RESOLVED FURTHER, that such request be transmitted to said City of Charleston by letter from the Board of Directors of the Library duly signed by its President.

RESOLVED FURTHER, that the officers of the Board of Directors of the Library and the Library Director be authorized and directed to sign such other papers and to perform such acts as may be necessary to effect the proper laying of the said levy by the City of Charleston authorized by the said statute, in order to provide for the support, maintenance and operation of the Library and its branch libraries, as aforesaid.

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Levying Authority - Kanawha County Commission

RESOLVED, that the Library requests the County Commission of Kanawha County to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of the West Virginia Legislature, 1957, which will produce $2,702,095 required for the support, maintenance and operation of the Library and its branch libraries for the fiscal year beginning July 1, 2009;

RESOLVED FURTHER, that such request be transmitted to said County Commission by letter from the Board of Directors of the Library duly signed by its President.

RESOLVED FURTHER, that the officers of the Board of Directors of the Library and the Library Director be authorized and directed to sign such other papers and to perform such acts as may be necessary to effect the proper laying of the said levy by the County Commission of Kanawha County authorized by the said statute, in order to provide for the support, maintenance and operation of the Library and its branch libraries, as aforesaid.

Executive Session. Pursuant to WV Code Section 6-9A-4(b)(9) and upon a motion duly made, seconded and unanimously approved, the Board went into executive session to discuss property acquisitions.

Following adjournment of the executive session, the public Board meeting resumed.

Upon motion duly made and seconded, the following resolution was unanimously approved.

WHEREAS, the Kanawha County Public Library ("KCPL") has selected the site of the proposed new main Library ("New Library") in Charleston, such site being within the block bounded by Quarrier, Dickinson, and Lee Streets and Leon Sullivan Way; and

WHEREAS, C. L. Young is the owner of two tracts that are important to the construction of proposed New Library building and has indicated that the tracts are available for purchase, such tracts being located at 207 Dunbar Street and 215 Dunbar Street (the "Properties"); and

WHEREAS, Mr. Young through Richard C. Hoy, Conservator, has indicated that he is willing to sell the Properties to the KCPL for a certain sum as discussed with the Board of Directors in Executive session; and

WHEREAS, the Board believes that the president and the Director of the KCPL should attempt to purchase the Properties at a value consistent with the appraisal of the Properties by the Library's appraiser in a report from 2003;

NOW THEREFORE BE IT

RESOLVED, that the Board of the KCPL authorizes the President or the Director on behalf of the KCPL to enter into a purchase agreement or other instrument or agreement in order to purchase the Properties from Mr. Young at or below the price range discussed with the Board in executive session, such purchase to be funded either from the KCPL unencumbered fund balance, from other funds available in trust, or in such other manner as may be deemed appropriate and that any such purchase contain provisions conditioning such purchase on the right of the Board to review and be satisfied with an environmental review of the Properties, including the possible existence of asbestos, underground tanks or other environmental issues that might exist; and

RESOLVED, that, in the event that the President and the Director are not able to secure the purchase of the Properties for the amount provided, they return to the Board for any further authority prior to attempting to purchase said Properties for a price in excess of that amount; and

RESOLVED, that the President and Director be, and they hereby are, also authorized to request any donor interested in purchasing the Properties from Mr. Young for and on behalf of the Library, subject to later adequate fundraising, and donating it to the KCPL to undertake to do so at such a price as may be agreed between Mr. Young and said donor; and

RESOLVED, that the President and Library Director be, and they hereby are, authorized to sign any documents or take any steps necessary or incidental to carrying out the foregoing resolution.

NEW BUSINESS:

1. National Library Week Resolution. Upon motion duly made and seconded, the following resolution was unanimously approved.

WHEREAS, April 12 through April 18, 2009 will be celebrated as National Library Week, and

WHEREAS, the Kanawha County Public Library system staff again, during the past year, has exhibited its dedication to continuing the delivery of quality

services to library patrons as exemplified by the sustained use of almost one million items in the collection last year and the continued success of the West Virginia Book Festival and the summer library clubs for children and adults, and

WHEREAS, the Kanawha County Public Library system staff have also planned, programmed and implemented many other activities in the past year that have resulted in the expansion and improvement of library services provided to patrons.

NOW, THEREFORE BE IT RESOLVED, by the Board of Directors of the Kanawha County Public Library system here assembled on March 9, 2009 that on the occasion of National Library Week, the staff of the Kanawha County Public Library system are hereby commended for its continued effort to provide patrons with the most effective services, materials and facilities possible in order to contribute to the level of quality of life desired by the patrons with regard to public library services, and

BE IT FURTHER RESOLVED, by the Board of Directors of the Kanawha County Public Library system that this resolution of commendation be made known to all members of the staff.

2. Board Membership Resolution. Upon motion duly made and seconded, the following resolution was unanimously approved.

RESOLVED, that Mrs. Nelle Chilton, Mr. Jeffrey H. Miller and Ms Pamela D. Tarr be recommended to the Kanawha County Board of Education for another six year term as a Director of the Kanawha County Public Library, with such six year term to end June 30, 2015.

3. Retirement Resolutions

Retirement Resolution for John Reynolds

WHEREAS, Mr. John Reynolds was employed by the Kanawha County Public Library in October 1995 and has submitted his intent to retire effective March 25, 2009; and

WHEREAS, Mr. Reynolds served as a Library Assistant III in the Sissonville and Elk Valley Branches from 1995 until his retirement from Elk Valley in 2009: and

WHEREAS, Mr. Reynolds fulfilled the responsibilities of each of his positions in an exemplary fashion, with diligence, loyalty and integrity;

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of the Kanawha County Public Library recognize with deep appreciation Mr. Reynolds's years of service to the library.

AND BE IT FURTHER RESOLVED, that the Board of Directors of the Kanawha County Public Library wishes Mr. Reynolds a retirement filled with good health and enjoyment in whatever areas of interest and endeavor she may choose;

AND BE IT FURTHER RESOLVED, that this resolution be spread upon the minutes of this meeting of the Kanawha County Public Library Board of Directors and a copy be furnished to Mr. Reynolds.

Retirement Resolution for Alta VanBibber

WHEREAS, Ms. VanBibber was employed by the Kanawha County Public Library in October 2002 and has submitted her intent to retire effective April 1, 2009; and

WHEREAS, Ms. VanBibber served as a Library Aide in the Main branch from October 2002 until September 2003; and

WHEREAS, Ms. VanBibber has served as a Library Assistant I in the Main branch from September 2003 until August 2006; and

WHEREAS, Ms. VanBibber has served as a Library Assistant II in the Main branch from August 2006 until her retirement; and

WHEREAS, Ms. VanBibber fulfilled the responsibilities of each of her positions in an exemplary fashion, with diligence, loyalty and integrity;

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of the Kanawha County Public Library recognize with deep appreciation Ms. VanBibber's years of service to the library.

AND BE IT FURTHER RESOLVED, that the Board of Directors of the Kanawha County Public Library wishes Ms. VanBibber a retirement filled with good health and enjoyment in whatever areas of interest and endeavor she may choose;

AND BE IT FURTHER RESOLVED, that this resolution be spread upon the minutes of this meeting of the Kanawha County Public Library Board of Directors and a copy be furnished to Ms. VanBibber.

There being no further business the meeting was adjourned.

President

Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON

April 13, 2009

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, April 13, 2009 at 4:00 p.m. in the John V. Ray Room of the Library.

The following Board Members were present:

Mr. Albert	Mr. Reustle
Dr. Bailey	Ms. Rugeley
Ms. Cloer	Ms. Silbernagel
Mr. Kauffelt	Mr. M. Smith
Ms. Poffenbarger	Mr. P. Smith
	Ms. K. Woody

Also present were Mr. Alan Engelbert, Director and Ms. Tricia Stringer, Administrative Coordinator.

Mr. Albert presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and unanimously carried, the minutes of the March 9, 2009 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and unanimously carried, the payment of Book Bills in the amount of $120,136.20 and the General Bills in the amount of $146,078.54 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds of $5,727.88 duly certified and approved in accordance with the Bylaws

and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $12,093.79 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set forth on the list be paid.

Directors Monthly Report:
Mr. Engelbert gave a report on activities for the month of March, including:

- Legislative issues. Two bills of interest related to bond issues did not pass, but may be brought back during the continuance of the legislative session, or next session.
- Interviews of HR Manager candidates He hopes to have a new HR Manger on board in the near future.
- FY 2009/2010 budget preparation. Meetings with the Personnel and Finance committees will be scheduled soon.
- Development work on the fly through for the new main library concept, in conjunction with ZMM, krM and other staff members.
- Development work on the Long Range Plan, including multiple meetings with supervisory staff.
- Development of documents and administrative work to solicit proposals for the Elk Valley Architectural Study. The solicitation process has been completed the proposals have been presented to the Building Committee.
- Implementation of the Telecomm system is progressing. Facilities Manager Susanna Holstein reports that nearly all tasks that must be completed within one year of the signing of the ADA Consent Agreement with the Department of Justice have been completed, and planning has begun for the next phase of implementation
- Field work has been ongoing for the audits of KCPL and the Foundation.
- Mr. Engelbert reported to the Board that our Collection Specialist Librarian, Susan Maguire, had a reader's advisory column published in the April 1st edition of Library Journal.

REPORTS OF COMMITTEES:

1. Financial Affairs Committee. Mr. M. Smith reported that the Committee met with the current investment advisors for the Jacobson Trust to review the performance of the account. The committee is going to review the trust investment policy to see if any changes should be made.

The Committee also met with Suttle and Stalnaker CPAs to discuss the current audit. This year the audit for the Library and the Foundation are being completed separately. The final audit reports should be available by June.

2. Building Committee. At the request of M. Smith, Mr. Engelbert reported that the Building Committee reviewed proposals from four firms regarding the study of the Elk Valley Branch. After interviewing each firm, the Committee recommends that Chapman Technical Group be selected to perform the study. Upon a motion duly made, seconded and passed, with Ms. Cloer abstaining, – the Board authorized Mr. Engelbert, as Director of KCPL, to negotiate a fee with Chapman Technical Group to conduct the study.

OLD BUSINESS:

Dr. Bailey advised the board that a request for Coal Severance funds has been made to the Kanawha County Commission to help fund the construction of the new branch library in Marmet.

NEW BUSINESS:

1. Arthur Fisher Resolution. A copy of the resolution was distributed to the board for review. Mr. Albert summarized the resolution and confirmed with Mr. Engelbert that the Sissonville Board is pleased with this compromise in regards to honoring Mr. Fisher. Upon a motion duly made, seconded, and unanimously approved, the following resolution was passed.

WHEREAS Arthur C. Fisher was a distinguished educator and administrator with the Kanawha County Schools for many decades, and

WHEREAS Mr. Fisher's career was dedicated to instilling in children a love for reading and the pursuit of knowledge; and

WHEREAS his dedication to education, knowledge and children was further reflected in Mr. Fisher's unflagging efforts to establish public library service in Sissonville for people of all ages; and

WHEREAS Mr. Fisher was instrumental in bringing Bookmobile service to the people of Sissonville, and

WHEREAS Mr. Fisher was instrumental in securing land and funding for construction of a permanent branch of the Kanawha County Public Library in Sissonville, which was begun in 1978 and opened to the public on January 19, 1980, and

WHEREAS Mr. Fisher served with distinction as a member of the Kanawha County Public Library Board of Directors from 1976 to 1988, and

WHEREAS Mr. Fisher served with distinction as a member of the Advisory Board of the Sissonville Branch of Kanawha County Public Library and was very effective in raising funds to support the programs and services of the Sissonville Branch; and

WHEREAS Mr. Fisher has made countless contributions to the many organizations and initiatives that make Sissonville a strong community today, and poised to meet the challenges of the future;

NOW THEREFORE BE IT

RESOLVED, that the Kanawha County Public Library Board of Directors expresses its gratitude, admiration and thanks to Mr. Arthur C. Fisher for his many contributions to education, library service and the community of Sissonville, and our pleasure that his love for reading and pursuit of knowledge will be passed down to generations of children to come through the Arthur C. Fisher Distinguished Reader Award, to be given annually to a child at each of the elementary schools in Sissonville; and

BE IT FURTHER RESOLVED, that this resolution be spread upon the minutes of this meeting of the Kanawha County Public Library Board of Directors and a copy by furnished to Mr. Fisher.

2. Ohio County Public Library. Mr. Albert received a letter from the Chairman of the OCPL Trustees regarding the ongoing Board of Education lawsuit. The OCPL Trustees voted to reimburse KCPL a portion of legal expenses incurred to date in that action. Mr. Albert sent a letter of thanks on behalf of the Board.

3. Board Vacancy. Upon the recent passing of Dr. Charlene Byrd, a seat on the KCPL Board has become vacant. Mr. Albert requested the Membership and Board Development Committee to meet to develop criteria and solicit recommendations of people to complete Dr. Byrd's term.

Prior to adjournment, Ms. Rugeley reminded the Board about the basket auction fundraiser on April 25th. She again encouraged all Board members to attend this wonderful event.

There being no further business the meeting was adjourned.

President

Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON

May 11, 2009

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, May 11, 2009 at 4:00 p.m. in the John V. Ray Room of the Library.

The following Board Members were present:

Mr. Albert	Ms. Russell
Dr. Bailey	Ms. Silbernagel
Mr. Miller	Ms. Tarr
Mr. Reustle	Ms. Whitehead
Ms. Rugeley	Ms. Woody

Also present were Mr. Alan Engelbert, Director; Ms. Linda Miller Associate Director for Public Services; Ms. Rachelle Beckner, Manager of Marketing and Development; and Ms. Tricia Stringer, Administrative Coordinator.

Mr. Albert presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and unanimously carried, the minutes of the April 13, 2009 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and unanimously carried, the payment of Book Bills in the amount of $98,640.38 and the General Bills in the amount of $105,685.84 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds of $2,930.98 duly certified and approved in accordance with the Bylaws

and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $601.79 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set forth on the list be paid.

Directors Monthly Report:
Mr. Engelbert gave a report on activities for the month of April, including:

- Marsha Alford has been hired as the new Human Resources Manager effective June 11th. Caren Doyle will continue to work part time through the transition to the new fiscal year.

- The framed resolution honoring Arthur C. Fisher will be sent to the Sissonville branch for presentation to Mr. Fisher.

- Audit field work is completed and a draft Management Discussion and Analysis letter supplied. The draft audit will be reviewed by the Finance Committee and then the Board when received.

- Receipt of a fee proposal to conduct the Elk Valley Architectural Study from Chapman Technical Group has been delayed. It will be brought to the Building Committee and Board for consideration next month.

- Jane Hughes is working with Verizon to coordinate implementation of the new telecommunications system. Implementation will take place at all KCPL facilities over a 30-day period, but the start and conclusion of the 30-day period is not yet determined.

- Long Range Planning activities continue.

- The FY 2009/2010 budget process is underway. The Personnel Committee continues to meet, to be followed by the Finance Committee. The Budget should be to the Board for approval at the June meeting.

- Linda Miller and Rachelle Beckner will attend Board meetings when available. Various KCPL departments will be asked to make presentations on aspects of library service each month.

- Development work continues on the fly through for the new main library concept, in conjunction with ZMM, krM and other staff members. Mr. Engelbert showed the Board the current version of the fly through.

Staff Report – Rachelle Becker:
Ms. Beckner gave a report on the 100-year Anniversary Celebration:

- A list of recent and upcoming events that tie into the Centennial Celebration was distributed, and current and future marketing efforts discussed.

- The Board expressed its pleasure that KCPL will receive the Expect the Best Award from the Charleston Area Alliance and for other recent publicity that the Library has received, and thanked Ms. Beckner and the entire Marketing and Development staff for their efforts.

- The Board approved KCPL and the Foundation's applying for Neighborhood Investment Program tax credits for the *Open a Modern Classic* Capital Campaign.

REPORTS OF COMMITTEES:

1. Personnel Committee. Dr. Bailey and Mr. Engelbert reported that the Personnel Committee recommends the Board adopt the following Addendum to the existing Personal Conduct Policy 510 – Electronic Communication Systems, intended to allow the Library to better control its presence on the Internet.

> **Internet Presence:**
> KCPL reserves the right to establish, maintain and modify the Library's Internet presence. This applies to the KCPL website or other third party services (for example, social networking sites and services). Staff members must be specifically authorized to create an Internet presence for the Library or represent the Library as a part of duties specified in a job description or as authorized by Management. Unauthorized staff may not create an Internet presence for the Library or represent the Library. Staff interested in promoting the Library, its programs and services on the website or a third party service should channel their suggestion through established procedures.

Upon a motion duly made, seconded, and unanimously approved, the board moved to revise the existing policy as recommended by the Personnel Committee.

2. Nominating Committee. Mr. Albert appointed Dr. Bailey, Ms. Chilton, Ms. Cloer, Ms. Rugeley, and Mr. M. Smith to the ad hoc Nominating Committee for the purpose of nomination of Board officers for 2009/2010,

NEW BUSINESS:

1. Annual Meeting. The statutory annual meeting of the Board has been scheduled for Friday July 3, 2009.

2. Other. Mr. Albert requested that Board members provide to the Board Membership and Development Committee names and biographical information of possible candidates to fill the seat on the Board made vacant by the death of Dr. Byrd.

Board members who attended the Basket Auction gave a recap of the evening and reported that the event was a success and a lot of fun.

There being no further business the meeting was adjourned.

President

Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON

June 8, 2009

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, June 8, 2009 at 4:00 p.m. in the John V. Ray Room of the Library.

The following Board Members were present:

Mr. Albert	Ms. Rugeley
Dr. Bailey	Ms. Russell
Mr. Kauffelt	Ms. Silbernagel
Mr. Miller	Mr. M. Smith
Ms. Pauer	Mr. P. Smith, Jr
Ms. Poffenberger	Ms. Tarr
Mr. Reustle	Ms. Woody

Also present were Mr. Alan Engelbert, Director; Ms. Linda Miller Associate Director for Public Services; Ms. Rachelle Beckner, Manager of Marketing and Development, Katie Ross, Children's Programmer and Trainer; Amy Arey, Young Adult Services Coordinator; Kim Dankovich-Taylor, Collections and Programming Librarian; and Ms. Tricia Stringer, Administrative Coordinator.

Mr. Albert presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and unanimously carried, the minutes of the May 11, 2009 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and unanimously carried, the payment of Book Bills in the amount of $87,645.93 and the General Bills in the amount of $388,412.57 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds of $4,165.03 duly certified and approved in accordance with the Bylaws and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $12,684.59 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set forth on the list be paid.

Directors Monthly Report:
Mr. Engelbert gave a report on activities for the month of May, including:

- Development of the 2009/2010 Budget and review by the Personnel and Financial Affairs committees.

- Jane Hughes continues to work with Verizon and Fibernet to coordinate implementation of the new telecommunications system. The changeover is now scheduled for August 3rd – August 19th. The target date for the total roll over to the new system is September 1st. In anticipation of the new system's capabilities, we are adding a number of electronic resources.

- A meeting of the Long Range Planning Committee will be scheduled to review progress on development of a new Plan and to review modifications to the Library Mission Statement and Electronic Resources Policy to comply with the Children's Internet Protection Act (CIPA). The Policy will have to be in place prior to September 1st.

- The fly through for the new Main Library building concept is to the animator.

- Mr. Engelbert reminded the Board that new HR Manager Marsha Alford starts June 11th.

- The Charleston Area Alliance' Expect the Best Award was received on June 3rd. Mr. Engelbert and Ms. Silbernagel attended a special meeting at Sissonville to honor Mr. Arthur Fisher with the presentation of the previously approved Board resolution.

Staff Report – Summer Reading Programs
June 6th marked the kickoff of the KCPL Summer Reading Programs. The following staff members each reported on their respective summer reading programs.

- **Katie Ross - Children's Programmer and Trainer**
  The Children's Summer Reading Club is called Books, Stones and Dinosaur Bones. Children's departments throughout the entire library system have been gearing up for this by decorating their areas in a dinosaur theme. A main focus this year is to work in the principles of the Early Literacy program into the Summer Reading Club. Katie displayed the prizes and explained how children can win them by reading books. As of today, there were over 400 children signed up for this program.

- **Amy Arey – Young Adult Services Coordinator**
  The Young Adult/Teen Summer Reading Club is called Game on @ the Library. Amy spoke about the prizes teens would win and explained that teens would write online reviews in order to win prizes. In addition to reading, teens can also come to the library to play games such as Rock Band, D&D, and DDR every week for the duration of the program. There will be a game finale in August.

- **Kim Dankovich-Taylor - Collections and Programming Librarian**
  The Adult Summer Reading Club is the annual Britton Summer Reading Club. This year's theme is "Wait till I finish this chapter". The kick-off program was held at the St. Albans branch on Sunday, June 7th. Kim spoke about the list of categories participants will be choosing from to complete reading their six books. The closing reception with special guest speaker, Dr. Kenneth Bailey, will be held Sunday, September 2nd

The Board expressed their gratitude to the speakers for their presentations to the Board. They also thanked them for their hard work at making the summer reading programs a great success.

REPORTS OF COMMITTEES:

1. Building Committee. The Committee reviewed the scope of work and fee proposal received from Chapman Technical Group to conduct the study of the Elk Valley facility. A copy was provided to the Board for review. After discussion, the Committee was asked to meet with Chapman to clarify issues regarding their proposal.

2. Nominating Committee. The Nominating Committee met prior to the board meeting and recommends the nomination of the following officers for upcoming fiscal year to the KCPL Board of Directors.

Mr. Mike Albert, President

Mr. Matt Smith, First Vice-President

Dr. Kenneth Bailey, Second Vice-President

Mr. Alan Engelbert, Secretary/Treasurer

Election of officers will take place at the Annual Meeting on July 3rd.

3. Membership/Board Development Committee. Ms. Rugeley reported that the Committee is discussing criteria for Board membership and reviewing recommendations to fill the existing Board vacancy. A draft document stating expectations of members was distributed to the Board for reaction. The Committee is also considering a recommendation regarding possible term limits for service on the Board.

4. Financial Affairs Committee. Mr. M. Smith presented the proposed budget for Fiscal Year 2009 - 2010. Mr. Albert reported that the budget had been reviewed during meetings of the Finance and Personnel Committees

The Board discussed the proposed budget and the management of available funds. Ms. Rugeley asked Mr. Albert if there was an update on the Board of Education lawsuit. Ms. Tarr excused herself from the meeting. Mr. Albert generally discussed the status of the civil action based on meetings with Chris Winton, Counsel for the KCPL.. Ms. Tarr returned to the meeting.

Upon motion duly made, seconded and unanimously carried, the KCPL Fund Balance Recommendations were accepted and the Budget for Fiscal Year 2009 – 2010 was adopted in the amount of $8,052,716 in the General Fund and $306,000 in the Construction Fund, for a total of $8,358,716.

NEW BUSINESS:

1. Donation Letter. Mr. Albert read a letter from Ms. Pamela Tarr and Mr. Gary Hart forwarding a donation to the Library in memory of Dr. Charlene Byrd and read the donation letter to the Board.

2. Annual Meeting. Mr. Albert reminded the Board that the statutory annual meeting of the Board has been scheduled for Friday July 3, 2009.

There being no further business the meeting was adjourned.

President

Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON

July 3, 2009

The Annual Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Friday, July 3, 2009 at 8:30 a.m. in the John V. Ray Room of the Library.

The following Board Members were present:

Mr. M. Albert	Ms. A. Silbernagel
Dr. K. Bailey	Mr. M. Smith
Ms. C. Cloer	Mr. P. Smith, Jr
Mr. T.D. Kauffelt	Ms. P. Tarr
Mr. J. Miller	Ms. J. Whitehead

Also present were Mr. Alan Engelbert, Director and Ms. Tricia Stringer, Administrative Coordinator.

Mr. Albert presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and unanimously carried, the minutes of the June 8, 2009 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and unanimously carried, the payment of Book Bills in the amount of $107,566.43 and the General Bills in the amount of $69,272.73 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds of $6,257.00 duly certified and approved in accordance with the Bylaws and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $951.21 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set forth on the list be paid.

REPORTS OF COMMITTEES:

1. Building Committee. The Committee met with Chapman Technical Group to clarify the scope of work proposal for the Elk Valley facility previously submitted and discuss the fees for the study. Mr. Engelbert summarized the meeting for the Board and the Committee members answered questions from the Board regarding the proposal.

Upon a motion duly made, seconded and passed, with Ms. Cloer abstaining, the Board authorized acceptance of the proposal from Chapman Technical Group at a cost not to exceed $23,000.

NEW BUSINESS:

1. Retirement Resolution for Linda Lawrence. Upon motion duly made, seconded and unanimously carried, the following resolution was approved:

> WHEREAS, Ms. Linda Lawrence was employed by the Kanawha County Public Library in March 1989 and has submitted her intent to retire effective June 30, 2009; and
>
> WHEREAS, Ms. Lawrence served as a Library Assistant III in the Main Branch-Reference Department from March 1989 until October 2007; and
>
> WHEREAS, Ms. Lawrence has served as an Inter-Library Loan Specialist in the Main Branch-Reference Department from October 2007 until her retirement; and

WHEREAS, Ms. Lawrence fulfilled the responsibilities of each of her positions in an exemplary fashion, with diligence, loyalty and integrity;

NOW, THEREFORE, BE IT

RESOLVED, that the Board of Directors of the Kanawha County Public Library recognize with deep appreciation Ms. Lawrence's years of service to the library; and be it further

RESOLVED, that the Board of Directors of the Kanawha County Public Library wishes Ms. Lawrence a retirement filled with good health and enjoyment in whatever areas of interest and endeavor she may choose; and be it further

RESOLVED, that this resolution be spread upon the minutes of this meeting of the Kanawha County Public Library Board of Directors and a copy be furnished to Ms. Lawrence.

2. Election of Board Officers. Based on the report of the Nominating Committee of June 8, 2009, upon motion duly made, seconded and unanimously carried, the following were elected as officers for the upcoming fiscal year to the KCPL Board of Directors:

Mr. Mike Albert, President

Mr. Matt Smith, First Vice-President

Dr. Kenneth Bailey, Second Vice-President

Mr. Alan Engelbert, Secretary/Treasurer

3. Annual Meeting. The continuation of the KCPL Board of Directors Annual Meeting was been set for Monday, July 27, 2009 at 4 p.m at Summit Conference Center, Charleston, West Virginia. A reception will immediately follow the meeting

4. Other. Mr. Engelbert reported that the Library will be receiving an end of the year State Community Participation Grant in the amount of $31,400, with an application deadline of July 20, 2009.

Mr. Engelbert updated the Board regarding the status of the fly-through of the new main library building concept.

Mr. Engelbert informed the Board of an additional naming opportunity in the new main library, a casual reading area on the second floor outside of the Reference Area, which overlooks the gallery space below and with a view across to the Clay Center. Engelbert recommended the area be called the Upper Terrace, and be assigned a value of $500,000. Upon motion duly made, seconded and unanimously carried, the board adopted the recommendation.

Mr. Parker Smith remarked on the fine performance of KCPL's own Book Cart Drill Team, The Happy Bookers. The Board was unanimous in applauding and thanking the staff members who volunteered their time and talents to this effort. They were a highlight of this year's Street Fair and the Board looks forward to their future performances.

There being no further business the meeting was adjourned.

A special meeting of the KCPL Board of Directors will be held Monday, July 27, 2009 at 3:15 at the Summit Conference Center, Charleston, WV, to be followed by the continuation of the Annual Meeting.

President

Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON

July 27, 2009

A Special Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, July 27, 2009 at 3:15 p.m. in the Board Room of Summit Conference Center.

The following Board Members were present:

Mr. M. Albert	Ms. S. Poffenbarger
Dr. K. Bailey	Ms. V. Rugeley
Ms. C. Cloer	Ms. A. Silbernagel
Mr. T.D. Kauffelt	Mr. M. Smith
Mr. J. Miller	Mr. P. Smith, Jr.
Ms. J. Pauer	Ms. K. Woody

Also present were Mr. Alan Engelbert, Director; Linda Miller, Associate Director for Public Services; and Ms. Tricia Stringer, Administrative Coordinator.

Mr. Albert presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and unanimously carried, the minutes of the July 3, 2009 Annual Meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and unanimously carried, the payment of the General Bills in the amount of $82,239.02 was approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds of $1,308.96 duly certified and approved in accordance with the Bylaws and on

motion duly made, seconded, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $348.73 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set forth on the list be paid.

Mr. Engelbert commented that there were no book bills for approval at this meeting. Book bills are cumulated monthly and are submitted for approval at each regular meeting of the Board.

Directors Monthly Report:
Mr. Engelbert gave a report on recent activities, including:

- Mr. Albert, on behalf of the Board, made a presentation to the Kanawha County Commission requesting funding for a new Marmet branch building.
- Mr. Engelbert and several members of the Board attended a high tea for the Woman's Kanawha Literary Club in June in celebration of KCPL's 100th anniversary.
- The KCPL Street Fair was a great success. Mr. Engelbert expressed his thanks to the staff for their hard work and to the members of the Friends Steering committee and the Board who volunteered their time.
- Chapman Technical Group will begin the Elk Valley Architectural Study on Monday August 3rd.
- Work continues on the Telecomm System conversion. Initial tests of the new system have been very successful. The new system is planned to "go live" on September 1, 2009.

NEW BUSINESS:

1. Broadband Technology Opportunities Program (BTOP) Grant Application. Mr. Albert discussed with the Board an opportunity to apply for a grant of federal stimulus funds available to community anchors, such as libraries. Mr. Albert summarized the grant requirements and the proposed uses for the funds, which include construction of "Public Computer Centers" at Marmet, St Albans and Elk Valley, development of teleconferencing capabilities at all KCPL facilities, and substantial programming intended to promote the use of broadband capabilities under the "Broadband Sustainability" portion of the BTOP program.

Upon a motion duly made, seconded and unanimously passed, the Board approved the actions in undertaking to apply for funds available through BTOP.

There being no further business the meeting was adjourned.

President

Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON

August 10, 2009

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, August 10, 2009 at 4:00 p.m. in the John V. Ray Room of the Library.

The following Board Members were present:

Mr. M. Albert	Mr. H. Reustle
Dr. K. Bailey	Ms. V. Rugeley
Ms. N. Chilton	Ms. A. Silbernagel
Ms. C. Cloer	Mr. M. Smith
Mr. T.D. Kauffelt	Mr. P. Smith, Jr
Mr. J. Miller	Ms. P. Tarr
Ms. J. Pauer	Ms. K. Woody
Ms. S. Poffenbarger	

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Linda Miller Associate Director for Public Services; Ms. Rachelle Beckner, Manager of Marketing and Development; Marsha Alford, Manager of Human Resources and Employee Training; Susanna Holstein, Manager of Facilities and Security; Kim Runion, KCPL Accountant; and Ms. Tricia Stringer, Administrative Coordinator.

Also present were Chris Deweese and Brandy Whittington from Suttle & Stalnaker Certified Public Accountants.

Mr. Albert presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and unanimously carried, the minutes of the July 27, 2009 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and unanimously carried, the payment of Book Bills in the amount of $79,646.27 and the General Bills in the amount of $58,414.28 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds of $3,010.04 duly certified and approved in accordance with the Bylaws and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $321.96 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set forth on the list be paid.

Introduction of Marsha Alford. Alan Engelbert introduced the Board members to the new Manager of Human Resources and Employee Training, Marsha Alford. Marsha spoke about her background and experience. The Board welcomed Ms. Alford to KCPL.

REPORTS OF COMMITTEES:

Financial Affairs Committee. The Committee met on August 7th with Suttle and Stalnaker to review the draft final audits for both KCPL and the Library Foundation. The Financial Affairs Committee recommended that the final audits be forwarded to the Board for its consideration and acceptance.

Mr. Deweese gave a presentation explaining key points relating to the audits and answered questions from the Board. Mr. Deweese stated that there were no findings, no deficiencies of internal control and no issues of non-compliance for fiscal year 2008. Both KCPL and the Library Foundation received unqualified audits with positive opinions included.

Mr. Deweese discussed with the Board the issue of Other Post Employment Benefits (OPEB). The adoption of GASB 45 resulted in the liability reported for OPEB declining

significantly. However, the liability will continue to increase every year. Many municipalities and other sub-units of state government are struggling to decide what to do about this issue. Kanawha County Public Schools and other county school districts have elected to file suit about the matter. Mr. Albert appointed an ad hoc committee to study the issue and make recommendations to the Board including attorney Chris Winton, Matt Smith, Marsha Alford, Alan Engelbert and Mr. Albert

Upon motion duly made, seconded, and unanimously carried, the Audits for fiscal year 2008 were approved.

Mr. M. Smith reported that the Financial Affairs Committee has reviewed the carryover requests submitted by Mr. Engelbert and recommends they be accepted. He requested that Mr. Engelbert review the proposed carryover requests and the reasoning for them.

Upon motion duly made, seconded and unanimously carried, the following resolution was approved:

RESOLVED, That the fiscal year 2009/2010 budget be amended to carry forward funds encumbered and/or authorized during the previous fiscal year and allow additional funds to be taken from the unencumbered fund balance for the items designated.

Department	**Account**	**Encumbrance**
Marketing & Development	Advertising	$120.00
Admin	Audit	$9,500.00
Automation	Automation Software	$4,180.00
Admin	Automation Supplies	$6,338.35
Facilities	Building Repair & Maintenance	$17,189.00
Dunbar	Building Repair & Maintenance	$3,299.75
Elk Valley	Furniture & Equipment	$787.00
Glasgow	Furniture & Equipment	$189.55
Adult Services/Public Services	Programming	$400.00
Admin	Supplies	$411.30
Clendenin	Supplies	$74.88
Cross Lanes	Supplies	$145.36
Technical Services	Supplies	$382.95
	SUBTOTAL	$43,018.14

UNEXPENDED COMMUNITY PARTICIPATION PROJECT GRANT FUNDS

Automation	Telecomm Project	$6,977.91
Adult Services/Public Services	Homework Help	$8,000.00

Bookmobile	Bookmobile	$2,200.00
Clendenin	Various Improvements	$1,326.22
Cross Lanes	Prog, supplies, equip, maint	$1,304.80
Elk Valley	Architectural Study	$1,920.00
Nitro		$204.80
Sissonville	Prog, supplies, equip, maint	$1,526.37
	SUBTOTAL	$23,460.10

OTHER PROJECTS

Adult Services/Public Services	ALA Let's Talk About It Grant	$1,458.62
Automation	Software	$19,500.00
Facilities	Cooling tower	$45,000.00
Facilities	AC Pumps	$15,000.00
Clendenin	Contractual	$575.00
Marketing & Development	Book Festival	$55,441.61
	SUBTOTAL	$136,975.23
Nitro	Collection Materials	$12,787.58
	TOTAL	$216,241.05

Mr. Engelbert reported to the Board that KCPL received notice in July that we were awarded Community Participation Project grant funds. The Financial Affairs Committee recommends amending the FY 2009/2010 Budget in order to accept these funds.

Upon motion duly made, seconded and unanimously carried, the following resolution was approved:

RESOLVED, That the Kanawha County Public Library budget for FY 2009/10 be amended to receive $31,680 in Community Participation Project grant funds for the purposes specified:

Project Intent:
Dunbar Branch-$1,600-Books, software, supplies, materials, equipment and upgrades

Kanawha Co.-$22,400- Books, software, supplies, materials, equipment and upgrades

Clendenin--$1,920—Various improvements

Cross Lanes--$1,920--Books, software, supplies, materials, equipment and upgrades

Elk Valley--$1,920--Books, software, supplies, materials, equipment and upgrades

Sissonville--$1,920--Books, software, supplies, materials, equipment and upgrades

TOTAL $31,680

The Coordinating Committee recommended to the Financial Affairs Committee that a market research study be conducted. The Marketing staff solicited proposals from multiple firms. It is the Financial Affairs Committee recommendation to accept the proposal from CRA to conduct this research study.

Upon a motion duly made, seconded and unanimously carried, the Board authorized acceptance of the proposal from CRA to complete the market research study.

2. Long Range Planning Committee. Ms Cloer reported the Committee met on July 29th to receive an update on the process to develop a new long range plan for KCPL and decide on the next steps for completing the process; and to discuss and review recommended changes to the Mission Statement and Policy 510 – Electronic Communication Systems. The Committee is recommending the adoption of the revised Mission Statement and Policy by the Board

Upon motion duly made, seconded and unanimously carried, the Mission Statement and Policy were amended. The amended Policy will be distributed to the staff and included in the KCPL Human Resources Policy Manual.

Directors Monthly Report:
Mr. Engelbert gave a report on activities for the month, including:

- Submission of applications for federal Broadband Technology Opportunities Program (BTOP) funds. Three separate applications were submitted totaling $6.9 million. Mr. Albert reminded the Board that, if grant money is awarded, there will be a request to increase staffing; and that there are matching requirement that go along with grant money received. Mr. Engelbert expressed his thanks to the staff for all of their hard work in preparing the applications, specifically Linda Miller, Rachelle Beckner, Jane Hughes, Elizabeth Fraser, Craig Lefteroff, and Kim Runion.

- Jane Hughes and the entire Automation department continue to work with Verizon, Fibernet and ATS to coordinate implementation of the new telecommunications system. We are on schedule for the target date of September 1, 2009, for the total roll over to the new system.

- Chapman Technical Group began work on the Elk Valley architectural study including initial cost estimates.

- The KCPL Annual Report is due to the Library Commission on August 17th.

Staff Report – ADA Compliance Update

Facilities Manager Susanna Holstein updated the Board on the status of projects necessary to bring KCPL into compliance with the ADA Settlement Agreement with the U.S. Department of Justice. Nearly all projects to be completed by the first anniversary of the Agreement have been completed and the annual progress report has been sent to the DOJ for review. The projects that have not been completed are well underway. Ms. Holstein displayed a copy of the report to the Board. She went over the filing requirements and highlighted some of the projects. This is the first of three annual reports that will be due. The next two years have far fewer items to correct, but they are larger, more complex or more expensive to complete. Ms Holstein expressed to the Board how appreciative she is of her staff for all of their hard work in completing these projects in house and on schedule. The Board expressed its appreciation for the work done by Ms Holstein, Terry Huffman, Woody Brewer and Sandy Frercks on this issue over the last year.

There being no further business the meeting was adjourned.

President

Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON

September 14, 2009

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, September 14, 2009 at 4:00 p.m. in the John V. Ray Room of the Library.

The following Board Members were present:

Mr. M. Albert	Ms. V. Rugeley
Dr. K. Bailey	Ms. Angelia Russell
Ms. N. Chilton	Ms. A. Silbernagel
Ms. C. Cloer	Mr. M. Smith
Ms. S. Poffenbarger	Ms. P. Tarr
Mr. H. Reustle	Ms. K. Woody

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Rachelle Beckner, Manager of Marketing and Development; Ms. Tammy Parker, Branch Manager-Clendenin; Ms. Kim Runion, Accounting Services Coordinator; and Ms. Tricia Stringer, Administrative Coordinator.

Also present were Mr. Christopher Winton, Ray, Winton & Kelley, PLLC and Mr. Matt Sutton, Charles Ryan Associates

Mr. Albert presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and unanimously carried, the minutes of the August 10, 2009 meeting were approved as distributed to the Board.

Announcements. Mr. Albert announced the resignation of Mr. T.D. Kauffelt from the Board. Mr. Albert read Mr. Kauffelt's letter of resignation and also read Mr. Albert's acceptance letter sent to Mr. Kauffelt on behalf of the Board. A resolution honoring Mr. Kauffelt was distributed to the Board for their review and for action later in the meeting.

Mr. Albert also read and distributed to the Board a thank you card received from the Fisher Family for the resolution presented to Arthur C. Fisher at the Sissonville Branch.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and unanimously carried, the payment of Book Bills in the amount of $158,946.89 and the General Bills in the amount of $130,817.54 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds of $2,557.65 duly certified and approved in accordance with the Bylaws and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $10,006.29 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set forth on the list be paid.

Mr. Albert announced there would be changes to the order in which agenda items would be taken up, for the convenience of visitors asked to be present.

OLD BUSINESS:

Property Acquisition - Executive Session.

Pursuant to WV Code Section 6-9A-4(b)(9) and upon a motion duly made, seconded and unanimously approved, the Board went into executive session to discuss property acquisitions.

Following adjournment of the executive session, the public Board meeting resumed.

Staff Report – Tammy Parker:

Ms. Parker spoke to the Board about the Homeschool Day at the Library. This program focuses on highlighting resources the library has to offer to homeschooled students and families in our area. The program began in 2005 in the Clendenin Branch. Participation has increased every year and now also includes Cross Lanes and St. Albans. Ms. Parker also showed a slide presentation created by one of the families as a thank you to the staff after attending the day. Future plans for this program include provision of resources focused on teens and college admissions for homeschooled students.

NEW BUSINESS:

Market Research Study Results. Ms. Beckner introduced Mr. Matt Sutton from Charles Ryan Associates, a market research firm that conducted a study for KCPL using focus groups. Mr. Sutton reviewed the overall goals of the study with the Board. Three focus group sessions were held on September 1st and 2nd. Mr. Sutton showed the Board video clips from these sessions highlighting the initial findings. He discussed the general results from these sessions. Mr. Sutton will be providing a final, more detailed report to the Marketing Department within the next month.

REPORTS OF COMMITTEES:

1. Standing Committee Assignments. Given the resignation of Mr. Kauffelt, Mr. Albert informed the board that the committee assignments will be reviewed again and discussed with the Board at the next meeting.

2. Building Committee. Mr. Smith reported that the Building Committee met prior to the Board meeting to discuss the available options to deal with problems involving the cooling tower at the Main library. The committee recommends that the cooling tower be refurbished, not replaced, per investigation by staff in conjunction with an engineer from ZMM.

Upon a motion duly made, seconded and unanimously carried, the Board authorized the recommended repairs to the cooling tower.

NEW BUSINESS:

VolunTEEN Resolution: Mr. Engelbert reported that the VolunTEEN program has been a valuable part of the delivery of library services during the summer months, with VolunTEENs contributing approximately 339 hours of service.

Upon motion duly made, seconded and unanimously carried, the following resolution was approved:

> WHEREAS, volunteer service is a very important contribution to the improvement of the quality of life in all communities; and
>
> WHEREAS, the Kanawha County Public Library system in 1994 initiated a volunteer program aimed at utilizing the talents and energies of teenagers during the summer; and
>
> WHEREAS, the Library system's award-winning VolunTEENS program has become a significant complement to the system's community service orientation, particularly during the Children's Summer Reading Program; and
>
> NOW THEREFORE BE IT RESOLVED, that the Board of Directors of the Kanawha County Public Library system hereby commends the VolunTEENS for their active participation in the system's 2009 VolunTEENS program and for the many hours of service they contributed to the library system and the community.

Other - Resignation Resolution: Mr. Albert returned to the previously distributed resolution drafted in honor of Mr. Kauffelt on his resignation from the KCPL Board of Directors.

Upon motion duly made, seconded and unanimously carried, the following resolution was approved:

> WHEREAS, Mr. T .D. Kauffelt submitted his resignation from the Kanawha County Public Library Board of Directors effective September 8, 2009; and
>
> WHEREAS, Mr. Kauffelt had been a faithful, dedicated and invaluable member of the Board of Directors since 1979; and
>
> WHEREAS, During Mr. Kauffelt's tenure on the Board of Directors, the Kanawha County Public Library saw the implementation of numerous improvements and advancements in library service such as additional communities served by branch facilities, new branch facilities, computer catalog and electronic information resources, long range planning, the sweeping changes brought about by the personal computer and the Internet, and the expansion of other aspects of the library such as staff training, the number and formats of audiovisual materials available in the collection and types and numbers of programs for children and adults, and events such as the West Virginia Book Festival; and
>
> WHEREAS, Mr. Kauffelt has given selflessly of his time and expertise to the continued benefit of the Library and provided untold hours of legal assistance to the Library personally and through the firm of Kauffelt and Kauffelt; and

WHEREAS, Mr. Kauffelt has been a source of wise counsel and diligent insight to the Library Board;

NOW, THERFORE, BE IT

RESOLVED, That it is with deep regret that the Board of Directors accepts the resignation of Mr. Kauffelt from the Board of Directors of the Kanawha County Public Library; and be it further

RESOLVED, That the Board wishes to express its heartfelt and warmest appreciation to Mr. Kauffelt for his thirty years of faithful service and selfless dedication to the Library; and be it further

RESOLVED, That this resolution be spread upon the minutes of this meeting and that a copy be given to our colleague, Mr. T.D. Kauffelt.

Directors Monthly Report:

Mr. Engelbert gave a report on activities for the month, including:

- Mr. Engelbert distributed the final auditor's report for FY 2008 provided by Suttle & Stalnaker. As previously discussed, an ad hoc committee will be reviewing the OPEB issue as it relates to KCPL.

- The implementation of the new telecommunications system was completed by the scheduled date of September 1st, with the exception of Elk Valley. Verizon is working on the issues at Elk Valley and they should be converted to the new system by the end of September. Patrons have already commented on the improved service. We will be adding additional electronic information resources beginning in October.

- KCPL was the only library in West Virginia to apply for Broadband Technology Opportunities program (BTOP) grants; totaling $6.8 million Mr. Engelbert reported there is a lot of competition for grant funds. There are approximately $28 billion in requests for the $4 billion that is available. We should be notified of the results of our applications in November.

- Chapman Technical Group is continuing work on the Elk Valley architectural study.

- As required, the KCPL Annual Report was submitted to the Library Commission.

There being no further business the meeting was adjourned.

President

Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON

September 14, 2009

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, September 14, 2009 at 4:00 p.m. in the John V. Ray Room of the Library.

The following Board Members were present:

Mr. M. Albert	Ms. V. Rugeley
Dr. K. Bailey	Ms. Angelia Russell
Ms. N. Chilton	Ms. A. Silbernagel
Ms. C. Cloer	Mr. M. Smith
Ms. S. Poffenbarger	Ms. P. Tarr
Mr. H. Reustle	Ms. K. Woody

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Rachelle Beckner, Manager of Marketing and Development; Ms. Tammy Parker, Branch Manager-Clendenin; Ms. Kim Runion, Accounting Services Coordinator; and Ms. Tricia Stringer, Administrative Coordinator.

Also present were Mr. Christopher Winton, Ray, Winton & Kelley, PLLC and Mr. Matt Sutton, Charles Ryan Associates

Mr. Albert presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and unanimously carried, the minutes of the August 10, 2009 meeting were approved as distributed to the Board.

Announcements. Mr. Albert announced the resignation of Mr. T.D. Kauffelt from the Board. Mr. Albert read Mr. Kauffelt's letter of resignation and also read Mr. Albert's acceptance letter sent to Mr. Kauffelt on behalf of the Board. A resolution honoring Mr. Kauffelt was distributed to the Board for their review and for action later in the meeting.

Mr. Albert also read and distributed to the Board a thank you card received from the Fisher Family for the resolution presented to Arthur C. Fisher at the Sissonville Branch.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and unanimously carried, the payment of Book Bills in the amount of $158,946.89 and the General Bills in the amount of $130,817.54 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds of $2,557.65 duly certified and approved in accordance with the Bylaws and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $10,006.29 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set forth on the list be paid.

Mr. Albert announced there would be changes to the order in which agenda items would be taken up, for the convenience of visitors asked to be present.

OLD BUSINESS:

Property Acquisition - Executive Session.

Pursuant to WV Code Section 6-9A-4(b)(9) and upon a motion duly made, seconded and unanimously approved, the Board went into executive session to discuss property acquisitions.

Following adjournment of the executive session, the public Board meeting resumed.

Staff Report – Tammy Parker:

Ms. Parker spoke to the Board about the Homeschool Day at the Library. This program focuses on highlighting resources the library has to offer to homeschooled students and families in our area. The program began in 2005 in the Clendenin Branch. Participation has increased every year and now also includes Cross Lanes and St. Albans. Ms. Parker also showed a slide presentation created by one of the families as a thank you to the staff after attending the day. Future plans for this program include provision of resources focused on teens and college admissions for homeschooled students.

NEW BUSINESS:

Market Research Study Results. Ms. Beckner introduced Mr. Matt Sutton from Charles Ryan Associates, a market research firm that conducted a study for KCPL using focus groups. Mr. Sutton reviewed the overall goals of the study with the Board. Three focus group sessions were held on September 1st and 2nd. Mr. Sutton showed the Board video clips from these sessions highlighting the initial findings. He discussed the general results from these sessions. Mr. Sutton will be providing a final, more detailed report to the Marketing Department within the next month.

REPORTS OF COMMITTEES:

1. Standing Committee Assignments. Given the resignation of Mr. Kauffelt, Mr. Albert informed the board that the committee assignments will be reviewed again and discussed with the Board at the next meeting.

2. Building Committee. Mr. Smith reported that the Building Committee met prior to the Board meeting to discuss the available options to deal with problems involving the cooling tower at the Main library. The committee recommends that the cooling tower be refurbished, not replaced, per investigation by staff in conjunction with an engineer from ZMM.

Upon a motion duly made, seconded and unanimously carried, the Board authorized the recommended repairs to the cooling tower.

NEW BUSINESS:

VolunTEEN Resolution: Mr. Engelbert reported that the VolunTEEN program has been a valuable part of the delivery of library services during the summer months, with VolunTEENs contributing approximately 339 hours of service.

Upon motion duly made, seconded and unanimously carried, the following resolution was approved:

> WHEREAS, volunteer service is a very important contribution to the improvement of the quality of life in all communities; and
>
> WHEREAS, the Kanawha County Public Library system in 1994 initiated a volunteer program aimed at utilizing the talents and energies of teenagers during the summer; and
>
> WHEREAS, the Library system's award-winning VolunTEENS program has become a significant complement to the system's community service orientation, particularly during the Children's Summer Reading Program; and
>
> NOW THEREFORE BE IT RESOLVED, that the Board of Directors of the Kanawha County Public Library system hereby commends the VolunTEENS for their active participation in the system's 2009 VolunTEENS program and for the many hours of service they contributed to the library system and the community.

Other - Resignation Resolution: Mr. Albert returned to the previously distributed resolution drafted in honor of Mr. Kauffelt on his resignation from the KCPL Board of Directors.

Upon motion duly made, seconded and unanimously carried, the following resolution was approved:

> WHEREAS, Mr. T .D. Kauffelt submitted his resignation from the Kanawha County Public Library Board of Directors effective September 8, 2009; and
>
> WHEREAS, Mr. Kauffelt had been a faithful, dedicated and invaluable member of the Board of Directors since 1979; and
>
> WHEREAS, During Mr. Kauffelt's tenure on the Board of Directors, the Kanawha County Public Library saw the implementation of numerous improvements and advancements in library service such as additional communities served by branch facilities, new branch facilities, computer catalog and electronic information resources, long range planning, the sweeping changes brought about by the personal computer and the Internet, and the expansion of other aspects of the library such as staff training, the number and formats of audiovisual materials available in the collection and types and numbers of programs for children and adults, and events such as the West Virginia Book Festival; and
>
> WHEREAS, Mr. Kauffelt has given selflessly of his time and expertise to the continued benefit of the Library and provided untold hours of legal assistance to the Library personally and through the firm of Kauffelt and Kauffelt; and

WHEREAS, Mr. Kauffelt has been a source of wise counsel and diligent insight to the Library Board;

NOW, THERFORE, BE IT

RESOLVED, That it is with deep regret that the Board of Directors accepts the resignation of Mr. Kauffelt from the Board of Directors of the Kanawha County Public Library; and be it further

RESOLVED, That the Board wishes to express its heartfelt and warmest appreciation to Mr. Kauffelt for his thirty years of faithful service and selfless dedication to the Library; and be it further

RESOLVED, That this resolution be spread upon the minutes of this meeting and that a copy be given to our colleague, Mr. T.D. Kauffelt.

Directors Monthly Report:

Mr. Engelbert gave a report on activities for the month, including:

- Mr. Engelbert distributed the final auditor's report for FY 2008 provided by Suttle & Stalnaker. As previously discussed, an ad hoc committee will be reviewing the OPEB issue as it relates to KCPL.

- The implementation of the new telecommunications system was completed by the scheduled date of September 1st, with the exception of Elk Valley. Verizon is working on the issues at Elk Valley and they should be converted to the new system by the end of September. Patrons have already commented on the improved service. We will be adding additional electronic information resources beginning in October.

- KCPL was the only library in West Virginia to apply for Broadband Technology Opportunities program (BTOP) grants; totaling $6.8 million Mr. Engelbert reported there is a lot of competition for grant funds. There are approximately $28 billion in requests for the $4 billion that is available. We should be notified of the results of our applications in November.

- Chapman Technical Group is continuing work on the Elk Valley architectural study.

- As required, the KCPL Annual Report was submitted to the Library Commission.

There being no further business the meeting was adjourned.

Michael A. Engelbert
President

Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON

October 12, 2009

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, October 12, 2009 at 4:00 p.m. in the John V. Ray Room of the Library.

The following Board Members were present:

Mr. M. Albert	Ms. V. Rugeley
Dr. K. Bailey	Ms. A. Russell
Ms. C. Cloer	Mr. P. Smith
Ms. S. Poffenbarger	Ms. P. Tarr
Mr. H. Reustle	

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Rachelle Beckner, Manager of Marketing and Development; Ms. Linda Miller, Associate Director for Public Services; Ms. Jane Hughes, Automation and Technical Services Manager; and Ms. Tricia Stringer, Administrative Coordinator.

Also present were Bryan Cokeley of Steptoe & Johnson Attorneys at Law, and former Board Member, Mr. T.D. Kauffelt.

Mr. Albert presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and unanimously carried, the minutes of the September 14, 2009 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and unanimously carried, the payment of Book Bills in the amount of $80,284.98 and the General

Bills in the amount of $670,677.52 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds of $2,278.86 duly certified and approved in accordance with the Bylaws and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $5,337.35 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set forth on the list be paid.

Because Mr. Kauffelt was not at the last meeting, Mr. Albert read aloud the resolution passed at the last meeting recognizing Mr. Kauffelt's thirty years of outstanding service on the Board of Directors and presented Mr. Kauffelt with a framed copy. All in attendance expressed their sincere gratitude to Mr. Kauffelt.

Legal Matters - Executive Session.

Pursuant to WV Code Section 6-9A-4(b)(9) and upon a motion duly made, seconded and unanimously approved, the Board went into executive session to discuss the resolution of a pending legal matter.

Following adjournment of the executive session, the public Board meeting resumed. A motion was made, seconded and unanimously approved that the Board authorized the resolution of the legal matter on the basis of the discussion held in executive session.

Directors Monthly Report:
Mr. Engelbert gave a report on activities for the month, including:

- The flythrough for the new main library building design has been completed. Based on assertions that they have expended more time on the flythrough than had been originally planned, krM Architects indicated that they will be requesting an increase of payment. This matter will be taken up with the Financial Affairs Committee when a new invoice is received.

- Mr. Engelbert attended the most recent meetings of both the Cross Lanes and St. Albans Advisory Boards. He plans to attend upcoming Advisory Board meetings of the other branches in the near future.

- Chapman Technical Group is continuing work on the Elk Valley architectural study. Their report should be presented at the December Board meeting.

- A staff committee charged with developing objectives intended to carry out the draft goals for the new long range plan has met twice. Once that work is completed, a larger staff group will review the draft plan, and then it will go to the Board's Long Range Planning committee for review. Mr. Engelbert expressed his thanks to Linda Miller for her continuing work on this project.

- Mr. Engelbert attended the WVLA Fall Conference at Snowshoe Resort. The conference was very productive and informative. He attended sessions on Marketing, Customer Service and the Patriot Act. In addition, Mr. Engelbert serves on the Committee for Legislative Issues and an Ad Hoc Committee for Funding of Public Libraries in West Virginia. Mr. P. Smith also attended and added his comments regarding the conference and venue.

- The Book Festival held on October 10-11 was successful. This year was the second most profitable book sale in our history. The presenters commented on how well organized the event was. Mr. Engelbert gave credit to the Marketing and Development Department as well as all of our wonderful volunteers.

- As discussed at the last meeting, the implementation of the new telecommunications system has been completed. Mr. Engelbert thanked Jane Hughes, Tim Linde, Mike Burgess and Todd Cook from the Automation Department for their great work on this extensive and complex project. He then introduced Ms. Hughes to present the Staff Report to the Board.

Staff Report – Jane Hughes:

Ms. Hughes gave a brief summary of the Telecomm conversion process. She and the Automation Department staff members began working on the conversion a year ago and the final conversion was completed by the end of September 2009. As of October 1st, KCPL was completely off the state network. This change will enable the KCPL to go forward with a large number of electronic services now, and positions KCPL to provide effective service in the future as well. KCPL will begin offering downloadable digital audio books, E Books and video through the WV Digital Entertainment Library Initiative (WV DELI), with many other electronic information resources and programming options to follow. The Automation Department is working on demonstrations intended to show patrons how to download to the variety of devices our patrons may be using.

REPORTS OF COMMITTEES:

Standing Committee Assignments. Mr. Albert distributed the updated standing committee assignments for 2009-2010. Board Members may contact Mr. Albert if they have specific requests for committee assignments or other modifications to the committee roster to suggest.

OLD BUSINESS:

Property Acquisition. Mr. Albert reported that we have received the executed documents for acquisition of two properties that are part of the FiberNet Building, at the cost approved by the Board in a prior resolution. Environmental testing is underway.

NEW BUSINESS:

1. Mr. Albert announced to the Board that Emily Papadopoulos has resigned as the Major Gifts Coordinator effective October 13th. Mr. Albert praised Ms. Papadopoulos' work at KCPL and wished her well.

Mr. Albert appointed an Ad Hoc Committee to review the role of the Major Gifts Coordinator and to make other recommendations regarding the structure and future course of marketing and development efforts. The Committee members are as follows:

Dr. K. Bailey - Chair
Ms. V. Rugeley – Vice Chair
Mr. T. Heywood
Ms. A. Silbernagel
Mr. M. Albert
Mr. A. Engelbert

2. Ms. Beckner spoke to the Board about the Foundation's upcoming 100 Year Anniversary Gala honoring Mr. John Ray on November 12th. Board members received an invitation to the event. Ms. Beckner distributed tickets to each Board Member and asked for their help in selling tickets and promoting the event.

There being no further business the meeting was adjourned.

Michael A. Albert
President

Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON

November 9, 2009

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, November 9, 2009 at 4:00 p.m. in the John V. Ray Room of the Library.

The following Board Members were present:

Mr. M. Albert	Ms. A. Russell
Dr. K. Bailey	Ms. A. Silbernagel
Ms. C. Cloer	Mr. M. Smith
Ms. J. Pauer	Mr. P. Smith
Ms. V. Rugeley	Ms. P. Tarr
	Ms. K. Woody

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Linda Miller, Associate Director for Public Services; Ms. Toni Blessing, Adult Services Manager; Ms. Maryellen Tinsley, Public Services Administrative Specialist; and Ms. Tricia Stringer, Administrative Coordinator.

Mr. Albert presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and unanimously carried, the minutes of the October 12, 2009 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and unanimously carried, the payment of Book Bills in the amount of $45,098.99 and the General Bills in the amount of $142,835.87 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds of $2,486.81 duly certified and approved in accordance with the Bylaws and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $11,995.32 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set forth on the list be paid.

Staff Report – Toni Blessing:

Ms. Blessing spoke to the Board about a new service provided by KCPL, WVDeli (WV Digital Entertainment Library Initiative). This is a website that provides downloadable material to our patrons from any location. KCPL has joined with other WV Libraries to offer this service. This cooperative effort increases the number of items in the collection and decreases the cost per library. Ms. Blessing gave a tour of the website and distributed an overview page to the Board. The site went live on November 1st, and has already received positive feedback. The marketing and publicity roll out will begin in December.

Directors Monthly Report:

Mr. Engelbert gave a report on activities for the month, including:

- Mr. Engelbert reviewed the previously distributed quarterly revenue and expense report. He notified the Board this will be an ongoing quarterly review as part of his report.

- Mr. Engelbert reminded the Board of upcoming holiday closures, per the 2009 operating schedule.

- The delivery date for the new bookmobile has been moved back until after the first of the year. KCPL plans to have a ribbon cutting ceremony upon receipt. Mr. Engelbert will report those details when they are finalized. Per the original resolution regarding the new bookmobile, Mr. Engelbert will explore options regarding the future uses for the current bookmobile, which may in turn be affected by the course of any renovations undertaken at the Elk Valley branch.

- Key staff met recently to discuss the 2009 Book Festival and plans/options for the Festival going forward. There will be a series of meetings over the next several weeks with the various stakeholders and participants to discuss in more detail the feedback received on the Festival and plan for future events.

- Work continues on the Long Range Plan. The date for the final draft has been moved back.

- Staff Development Day will be Wednesday, February 24, 2010. Human Resources manager Marsha Alford is coordinating the event.

- Mr. Engelbert reminded the Board that the 100 Year Anniversary Gala honoring John Ray will be held Thursday, November 12th. Ms. Stringer has tickets if anyone needs to purchase them. All Board members are encouraged to attend.

REPORTS OF COMMITTEES:

Government Relations Committee. Mr. Albert reported that a meeting was held to discuss KCPL's and the West Virginia Library Association's issues and goals for the upcoming regular session of the Legislature. An overview was previously distributed to the Board. A meeting will be set up between the Board and Kanawha County Legislators to discuss legislative issues for the upcoming session.

Last week, Mr. Engelbert attended a meeting of the WVLA Ad Hoc Committee for Funding of Public Libraries in West Virginia. He provided an overview of the meeting to the Board.

NEW BUSINESS:

1. Report – krM Contract. Mr. Albert informed the Board that, due to work completed in excess of the original proposal accepted by the Board, krM has requested additional payment from KCPL for completion of the flythrough of the new Main Library. We are in the process of negotiations and should have a proposal for review at the next Board meeting.

2. Other. Mr. Albert stated that information regarding the cost to taxpayers of bonds issued to help build the main library and branch projects is being sought and will be provided to the Board.

There being no further business the meeting was adjourned.

President

Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON

December 14, 2009

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, December 14, 2009 at 4:00 p.m. in the John V. Ray Room of the Library.

The following Board Members were present:

Mr. M. Albert	Ms. V. Rugeley
Dr. K. Bailey	Ms. A. Russell
Ms. N. Chilton	Ms. A. Silbernagel
Ms. C. Cloer	Mr. M. Smith
Mr. J. Miller	Mr. P. Smith
Ms. J. Pauer	Ms. P. Tarr
Mr. H. Reustle	Ms. K. Woody

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Linda Miller, Associate Director for Public Services; Ms. Ellie Teaford, Elk Valley Branch Manager; Ms. Rachelle Beckner, Manager for Marketing and Development; and Ms. Tricia Stringer, Administrative Coordinator.

Also present was Mr. Dale Withrow of Chapman Technical Group.

Mr. Albert presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and unanimously carried, the minutes of the November 9, 2009 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and unanimously carried, the payment of Book Bills in the amount of $111,765.06 and the General

Bills in the amount of $239,546.98 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds of $3,607.01 duly certified and approved in accordance with the Bylaws and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $7,952.65 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set forth on the list be paid.

REPORTS OF COMMITTEES:

Building Committee. Mr. M. Smith reported that the Building Committee has met and reviewed the options available to bring the Elk Valley Branch into ADA compliance. Mr. Smith introduced Dale Withrow from Chapman Technical Group to present the results and recommendations from the Elk Valley architectural study to the Board.

Mr. Withrow reviewed the current conditions of the Elk Valley building. He then proposed three options available for ADA compliance and building upgrades.

After Mr. Withrow's presentation, Mr. Withrow, Mr. Engelbert and Mr. Albert answered questions from the Board members. After the Board discussion, Dr. Bailey extended the Board's thanks to Chapman Technical Group. The Board accepted Chapman Technical Group's report.

The Board discussed the situation and indicated that it was appropriate to await the outcome of the BTOP Grant application before acting on the matter.

Directors Monthly Report:

Mr. Engelbert gave a report on activities for the month, including:

- WVLA membership for all Board Members will be renewed for 2010.
- Mr. Engelbert reminded the Board of the Public Library Association Conference to be held in Portland, Oregon on March 23-27. Some staff will be attending. If any Board members are interested in attending, please contact Marsha Alford.

- The recruitment process has begun for the Development Coordinator position. We are in the process of scheduling first round introductory interviews with potential candidates. The matter will eventually come before the Board, since a budget adjustment will be necessary to complete the hiring process.

- Mr. Engelbert and several Board members met with available Kanawha County Legislators on December 3rd to address legislative issues for the upcoming session. The meeting was well attended and productive.

- The West Virginia Book Festival has been discussed at several internal staff meetings, with the entire Festival Planning Committee and with its Steering Committee. A consensus has emerged to keep the Festival at the Civic Center for another year; reduce the number of programs offered; and to attempt to include more "big name" authors to increase attendance and grow the Festival. In the interim, other possible venues for the Festival will be explored.

- Auditors from Suttle and Stalnaker have been working for the past week on the 2008-2009 Audits. The results will be presented to the Finance Committee and then the full Board upon completion.

- Mr. Engelbert attended holiday open houses at seven branches in December. All were very nice events, well attended and much appreciated by their respective communities. Part of the festivities included demonstrations of WV DELI. After only a month's participation, KCPL already accounts for 1/3 of the use of the service and 12% of the registered patrons.

- Staff Development Day will be Wednesday, February 24, 2010. Human Resources Manager Marsha Alford is coordinating the event.

- The new Mobile Library is scheduled to be delivered on December 30th. A ribbon cutting ceremony is scheduled for January 11th at the Main Branch. We will have tours of the Mobile Library and a reception at the Capitol Theater. Ms. Beckner will forward the details and invitation soon.

REPORTS OF COMMITTEES:

Membership Committee. Ms. Rugeley reported that the Membership Committee has nominated two new potential Board Members for consideration. Mr. Engelbert distributed their resumes to the Board and Mr. Albert summarized their qualifications.

Upon motion duly made, seconded and unanimously carried, the following resolution was approved:

> RESOLVED, that Bryan Cokeley be recommended to the Kanawha County Board of Education for appointment as a Director of the Kanawha County Public Library to complete the unexpired term of Dr. Charlene Byrd for the term ending June 30, 2012; and that Elizabeth Lord be recommended for appointment to

complete the unexpired term of Mr. T.D. Kauffelt for the term ending June 30, 2013.

Financial Affairs Committee. Mr. M. Smith reviewed the budget adjustments discussed by the Committee at their meeting and recommends the adjustments be forwarded to the Board for approval. The Committee also discussed and recommends that the Board approve additional payment to krM for work performed to complete the flythrough of the new main library building concept.

Upon motion duly made, seconded and unanimously carried, the following resolutions were approved:

RESOLVED, that the Kanawha County Public Library Budget operating budget for Fiscal Year 2009-2010 be amended to receive $30,000 in state Community Participation Program funds to support the telecommunications system.

RESOLVED, that the Kanawha County Public Library Budget operating budget for Fiscal Year 2009-2010 be amended by transferring $20,000 from Contingency to Programming for a special kick off to this year's summer reading program.

RESOLVED, that the Kanawha County Public Library Budget operating budget for Fiscal Year 2009-2010 be amended by transferring $8,572 from Contingency to Advertising to produce a master promotional video for the Library building projects.

RESOLVED, that the Kanawha County Public Library Budget capital budget for Fiscal Year 2009-2010 be amended through acceptance of a grant of $237,500 through the US Department of Housing and Urban Development for property acquisition for library construction projects.

RESOLVED, that the Board modifies a resolution adopted on February 9, 2009 accepting a proposal from krM Architecture for production of a fly through, to increase compensation to krM Architecture by $16,333.00.

There being no further business the meeting was adjourned.

President

Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON

January 11, 2010

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, January 11, 2010 at 4:00 p.m. in the John V. Ray Room of the Library.

The following Board Members were present:

Mr. M. Albert	Ms. V. Rugeley
Dr. K. Bailey	Ms. A. Russell
Ms. C. Cloer	Ms. A. Silbernagel
Mr. J. Miller	Mr. M. Smith
Ms. S. Poffenbarger	Mr. P. Smith
Mr. H. Reustle	Ms. P. Tarr
	Ms. K. Woody

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Linda Miller, Associate Director for Public Services; Ms. Susanna Holstein, Manager for Facilities and Security; Ms. Rachelle Beckner, Manager for Marketing and Development; and Ms. Tricia Stringer, Administrative Coordinator.

Also present was Board Member nominee, Bryan Cokeley.

Mr. Albert presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and unanimously carried, the minutes of the December 14, 2009 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and unanimously carried, the payment of Book Bills in the amount of $72,777.77 and the General Bills in the amount of $331,013.77 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds of $2,790.59 duly certified and approved in accordance with the Bylaws and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $17,195.07 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set forth on the list be paid.

Mr. Albert thanked the staff for all their hard work on the new Mobile Library. Many Board Members attended the reception immediately preceding the Board meeting. The reception was a great success and the Mobile Library looks wonderful.

Directors Monthly Report:

Mr. Engelbert gave a report on activities for the month, including:

- The West Virginia Legislative session begins on Wednesday. KCPL will seek to have passed legislation relating to the issuance of general obligation bonds by counties and municipalities. Senator McCabe and Delegate Guthrie have introduced companion bills in their respective chambers, with significant sponsorship by other members of the Kanawha County legislative delegation.

- Mr. Engelbert, Pam May and Rachelle Beckner visited St. Albans High School to view the space available for potential future use as a West Virginia Book Festival location. The group is also seeking to visit Capitol High School. The Civic Center will continue to be the location for the Book Festival in 2010.

- The recruitment process is ongoing for the Development Coordinator position. Mr. Albert, Mr. Engelbert, and Ms. Beckner met with eight candidates for preliminary interviews. They narrowed the choices down to four candidates who completed a second round of interviews with the entire Ad Hoc Committee. The Committee will meet soon to deliberate and recommend a final candidate.

- Work continues on the Long Range Plan.

- Progress continues to be made on system-wide ADA Compliance. KCPL is on schedule with projects to be completed. Stack widths at Cross Lanes were recently adjusted, bringing compliance issues with that facility to a close. The next projects are bringing the stacks on the first and second floors at Main into compliance, which is going to be a very major undertaking; and proceeding with renovations at Elk Valley.

- Mr. Engelbert and Facilities Manager Susanna Holstein met with Chuck Wilson of the Kanawha County Schools to explore possibilities for acquisition of a site for the new Elk Valley Branch. Mr. Wilson ruled out use of School property at the Crede site. He did suggest some other possible sites, which Mr. Engelbert will follow up on.

- Mr. Engelbert took the opportunity to thank Ms. Holstein for her extensive efforts in coordinating the bid process for the cooling tower, which will be discussed later in the meeting, and for her work on securing the new Mobile Library and with ADA compliance.

REPORTS OF COMMITTEES:

Financial Affairs Committee. Mr. M. Smith reported that the Committee had met to review the FY 2010/2011 requested Branch Contributions and recommends approval by the Board. Mr. Engelbert summarized the reasons for changes in amounts requested for each branch.

Upon motion duly made, seconded and unanimously carried, the following resolution was approved:

WHEREAS the requested branch contributions for the Dunbar and St Albans branches are based on the 2009 property valuations, multiplied by the same rate per $100 of assessed valuation on the various classes of property as is established by the KCPL Special Act; and

WHEREAS the assessments for the other branches are based on 3.5% of operating costs; and

WHEREAS the costs of administration, human resources, automation, telecommunications, technical services, maintenance, and marketing continue to be budgeted centrally and no portion of these costs is assigned to branches;

NOW THEREFORE BE IT RESOLVED, that the following amounts be requested from the various municipalities and local library advisory boards as contributions for the fiscal year 2009/2010:

	FY 2009-2010 Operating Budget	FY 2010-2011 Proposed Contribution 3.50%	FY 2009-2010 (Current FY) Contribution	Percent Increase or Decrease
Clendenin	$135,115	$4,729	$4,474	5.70%
Cross Lanes	$229,458	$8,031	$7,936	1.20%
Elk Valley	$218,329	$7,642	$7,545	1.28%
Glasgow	$29,394	$1,029	$893	15.21%
Marmet	$92,318	$3,231	$3,087	4.67%
Riverside	$217,077	$7,598	$7,552	0.60%
Sissonville	$221,820	$7,764	$7,487	3.70%
Branch Support Subtotal		$40,023	$38,974	2.69%
Dunbar		$65,747	$63,099	4.20%
St. Albans		$97,258	$96,998	0.27%
TOTAL		$203,028	$199,071	1.99%

Building Committee. Mr. M. Smith reported that the Building Committee has met to review bids received for the cooling tower project and recommends that the Board accept the bid provided by Johnson Controls.

Upon motion duly made, seconded and unanimously carried, the following resolution was approved:

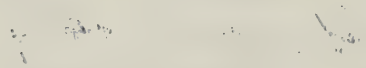
WHEREAS, the Library must address problems with the Main branch cooling tower, and

WHEREAS, the Board of Directors approved that bids be sought to refurbish the cooling tower, and

WHEREAS, bid documents provided for refurbishing or for replacement of the cooling tower as an alternate, and

WHEREAS, no bids were submitted to refurbish the tower but only to provide a new tower as an alternate, now therefore be it

RESOLVED, That the Board of Directors accept the low bid from Johnson Controls to provide a new cooling tower in the amount of $53,971, and be it further



RESOLVED, that the Board enter into a contract with Master Mechanical in the amount of $6,481 to perform asbestos abatement required to remove the existing cooling tower, said vendor and contract amount provided as an integral part of the bid submitted by Johnson Controls, for a total project cost of $60,452.

There being no further business the meeting was adjourned.

President

Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON

February 8, 2010

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, February 8, 2010 at 4:00 p.m. in the John V. Ray Room of the Library.

The following Board Members were present:

Ms. N. Chilton	Ms. V. Rugeley
Ms. C. Cloer	Ms. A. Russell
Mr. J. Miller	Ms. A. Silbernagel
Ms. S. Poffenbarger	Mr. M. Smith
	Ms. K. Woody

Mr. M. Albert joined the meeting in progress following his attendance at a Kanawha County Board of Education meeting.

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Linda Miller, Associate Director for Public Services; Ms. Pat Abbot, Riverside/Glasgow/Marmet/Mobile Library Branch Manager; Ms. Amy Arey, Teen Collection and Programming Librarian; Ms. Rachelle Beckner, Manager for Marketing and Development; and Ms. Tricia Stringer, Administrative Coordinator.

Also present was Jane Turner, Friends of the Library.

Mr. M. Smith presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and unanimously carried, the minutes of the January 11, 2010 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and unanimously carried, the payment of Book Bills in the amount of $125,612.12 and the General Bills in the amount of $181,673.54 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds of $3,314.90 duly certified and approved in accordance with the Bylaws and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $2,016.25 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set forth on the list be paid.

Ms. Turner addressed the Board regarding the Friends of the Library Basket Auction. The Annual Event will be held on April 10th. Ms. Turner discussed the planning that has gone into this year's event and the modifications that were made. The new Mobile Library will be parked at the event for guests to tour. She showcased one of the baskets up for auction. All Board members are encouraged to attend and to help sell tickets.

Directors Monthly Report:

Mr. Engelbert gave a report on activities for the month, including:

- The quarterly report of revenue and expenditures through December 2009 was discussed with the Board.

- All KCPL locations will be closed on Wednesday, February 24th for Staff Development Day. Invitations and schedules were distributed to Board members. Mr. Engelbert gave an overview of the Linda G. Wright Award for Excellence in Library Service. The Personnel Committee will meet prior to the event to decide the recipient of the based on a Staff Committee's review of nominees and recommendation.

- KCPL's BTOP applications were not funded. Most of the approved applications appear to be statewide projects or projects in major metropolitan areas. There will be a second round of applications accepted with a due date of March 15th. The staff BTOP Committee has looked for statewide partnership opportunities for the second round, but

has not found any that would be a good fit, and none that are likely to assist with local building projects.

- Mr. Engelbert attended WVLA Legislature Day at the Capitol and the reception held in the evening. In speaking with legislators, he focused on seeking to have reinstated Grant in Aid funds proposed to be cut in the Governor's Budget. There is legislation proposed that would fund all public libraries in West Virginia using rates found in existing special acts. This would greatly help libraries throughout the state, but opens all special acts to legislative scrutiny. Mr. Engelbert has been selected as the Chair elect of the WVLA Legislative Committee and will be Chair next year. Ms. Rugeley addressed the Board to pass on compliments to Alan for a letter he drafted on behalf of WVLA that went to all legislators.

- KCPL is cooperating with the U. S. Census Bureau. The Bureau will have an employee 15 hours a week at all KCPL facilities except Elk Valley, Glasgow, and Marmet to assist people with completing the census questionnaire. It will not interfere with library activities or staff. KCPL wants to support the Census and assist in the project, especially since part of our funding is based on population.

- A staff committee met at length to review the draft Long Range Plan (LRP). A revised draft will be reviewed with all supervisory staff at the upcoming Cabinet meeting. The Plan will then be presented to the Board's LRP Committee at the end of this month. Mr. Engelbert plans to have a public review session in March and bring the Plan to the Board for approval at the April meeting.

- Work on developing the proposed 2010-2011 Budget has begun. Mr. Engelbert will have the final proposed budget for the Board to approve at either the May or June Board meeting.

- Mr. Engelbert will be contacting Branch Advisory Boards to discuss issues raised by Suttle & Stalnaker regarding financial support provided to KCPL and how the boards are structured.

Staff Report:

Ms. Arey spoke to the Board about the recent addition of the Wii Gaming System to KCPL programming. Wii programming proved successful with teens and has been expanded to include children and adults. Ms. Arey showed the Board the operating and programming manual that accompanies the gaming system at all locations. All staff must go through training in order to be permitted to do programming utilizing the Wii. As of now, thirty-one staff members have been trained. Ms. Abbott then demonstrated some of the games for the Board.

REPORTS OF COMMITTEES:

Personnel Committee. Mr. Rugeley reported that the Committee had considered the creation of the position of Development Coordinator and recommended on behalf of the committee that the position be approved.

Upon motion duly made, seconded and unanimously carried, the following resolution was approved:

> RESOLVED, that the Kanawha County Public Library Board of Directors hereby creates a full-time position of Development Coordinator and authorizes the allocation of $66,000 from undesignated reserves to initially fund the salary and benefits of the position, prorated through the remainder of fiscal year 2010-2011, and
>
> BE IT FURTHER RESOLVED, that the Director proceed with the employment of the person selected to fill the position; and
>
> BE IT FURTHER RESOLVED, that the position is expected to continue for an initial period of three years subject to availability of funding, acceptable performance and business necessity and the at-will nature of employment at Kanawha County Public Library.

Membership/Board Development Committee. Mr. Albert advised the Board that Ms. Elizabeth O. Lord has been appointed by the Kanawha County Board of Education on a 5-0 vote to fill the unexpired term of Mr. T.D. Kauffelt on the Board of Directors of the Library.

OLD BUSINESS:

Elk Valley ADA Project. The Board discussed the scope of the ADA/remodeling project at Elk Valley given that BTOP funs will not be available to help pay for the project. The Board again reviewed the options developed by Chapman Technical Group. After discussion, the matter was referred back to the Building Committee to further explore the options and determine the best method of contracting to carry out the project with Chapman Technical Group.

NEW BUSINESS:

Joyce Coombs Retirement Resolution. Upon motion duly made, seconded and unanimously carried, the following resolution was approved:

> WHEREAS, Ms. Coombs was employed by the Kanawha County Public Library in September 2004 and has submitted her intent to retire effective March 10, 2010; and
>
> WHEREAS, Ms. Coombs served as the Branch Manager for the Sissonville Branch from September 2004 until her retirement; and

WHEREAS, Ms. Coombs fulfilled the responsibilities her position in an exemplary fashion, with diligence, loyalty and integrity;

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of the Kanawha County Public Library recognize with deep appreciation Ms. Coombs's years of service to the library.

AND BE IT FURTHER RESOLVED, that the Board of Directors of the Kanawha County Public Library wishes Ms. Coombs a retirement filled with good health and enjoyment in whatever areas of interest and endeavor she may choose;

AND BE IT FURTHER RESOLVED, that this resolution be spread upon the minutes of this meeting of the Kanawha County Public Library Board of Directors and a copy be furnished to Ms. Coombs.

There being no further business the meeting was adjourned.

First Vice President

Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON

March 8, 2010

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, March 8, 2010, at 4:00 p.m., in the John V. Ray Room of the Library.

The following Board Members were present:

Mr. M. Albert
Ms. N. Chilton
Ms. C. Cloer
Ms. E. Lord
Mr. J. Miller
Mr. H. Reustle
Ms. A. Russell
Ms. A. Silbernagel
Mr. M. Smith
Mr. P. Smith
Ms. P. Tarr

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Linda Miller, Associate Director for Public Services; Ms. Patty Tompkins, Development Coordinator; Ms. Susanna Holstein, Manager for Facilities and Security; Ms. Rachelle Beckner, Manager for Marketing and Development; Craig Lefteroff, Reference Librarian; and Ms. Tricia Stringer, Administrative Coordinator.

Mr. M. Albert presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Mr. Albert introduced the recently hired Development Coordinator, Ms. Patty Tompkins. Mr. Albert gave a brief history of her experience. The Board welcomed her to KCPL.

Approval of Minutes. Upon motion duly made, seconded and unanimously carried, the minutes of the February 8, 2010 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and unanimously carried, the payment of Book Bills in the amount of $65,995.62 and the General Bills in the amount of $147,970.77 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds of $1,936.90 duly certified and approved in accordance with the Bylaws and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $596.78 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set forth on the list be paid.

Directors Monthly Report:

Mr. Engelbert gave a report on activities for the month, including:

- KCPL's remaining BTOP applications were not funded. Most of the approved applications appear to be statewide projects or projects in major metropolitan areas. Mr. Engelbert and staff met with One Economy, a nonprofit community organization located in Washington D.C. They are applying in the second round for BTOP funding in the Sustainable Adoption category, and there is some possibility KCPL could get some benefit from their application. The state will be using BTOP funds to build out fiber optic networks. The impact of this project on KCPL is not known at this point.

- The WV Legislative session continues. A proposal to create a mechanism for funding public libraries statewide failed to advance. The KCPL continues to pursue restoration of Grants in Aid to public libraries at their current level, and Senate Bill 70 regarding bonding by counties and municipalities. Mr. Engelbert will continue to monitor developments and work with Legislators on these issues.

- Mr. Engelbert has contacted the Branch Advisory Boards and scheduled meetings to discuss issues raised by Suttle & Stalnaker regarding financial support provided to KCPL and advisory board structures.

- 2010 Staff Development Day was a success. Mr. Engelbert recognized the great work done by the organizers, Marsha Alford, Tricia Stringer, and Karan Ireland. The Linda G. Wright Award for Excellence in Library Service was awarded to Toni Blessing, Manager of Adult Services.

- Planning of the West Virginia Book Festival continues. Mr. Engelbert discussed some of the potential guest speakers and programs. Toni Blessing is working on the details and confirmation of the lineup will be announced shortly.

- Mr. Engelbert will continue to focus on developing the proposed 2010-2011 budget.

Staff Report:

Ms. Miller introduced Mr. Craig Lefteroff who gave a brief overview of his experience and spoke to the Board about the services the Library offers to patrons regarding job searches and career information. Use of these resources has increased due to the economy. KCPL also offers workshops and training for people searching for employment.

REPORTS OF COMMITTEES:

Finance Committee. Mr. M. Smith reported to the Board that the Finance Committee met prior the board meeting. Mr. Engelbert reviewed the Levy resolution with the Board. Mr. M. Smith stated that the Finance Committee recommends the approval of the resolution.

Upon motion duly made, seconded and unanimously carried, the following resolution was approved:

Levying Authority - Board of Education

RESOLVED, that the Library requests the Board of Education of Kanawha County to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of the West Virginia Legislature, 1957, which will produce $2,784,901 required for the support, maintenance and operation of the Library and its branch libraries for the fiscal year beginning July 1, 2010;

RESOLVED FURTHER, that such request be transmitted to said Board of Education by letter from the Board of Directors of the Library duly signed by its President.

RESOLVED FURTHER, that the officers of the Board of Directors of the Library and the Library Director be authorized and directed to sign such other papers and to perform such acts as may be necessary to effect the proper laying of the said levy by the Board of Education of Kanawha County authorized by the said statute, in order to provide for the support, maintenance and operation of the Library and its branch libraries, as aforesaid.

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Levying Authority - City of Charleston

RESOLVED, that the Library requests the City of Charleston to lay a levy, in
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accordance with Section 5 of Chapter 178 of the Acts of the West Virginia Legislature, 1957, which will produce $917,733 required for the support, maintenance and operation of the Library and its branch libraries for the fiscal year beginning July 1, 2010;

RESOLVED FURTHER, that such request be transmitted to said City of Charleston by letter from the Board of Directors of the Library duly signed by its President.

RESOLVED FURTHER, that the officers of the Board of Directors of the Library and the Library Director be authorized and directed to sign such other papers and to perform such acts as may be necessary to effect the proper laying of the said levy by the City of Charleston authorized by the said statute, in order to provide for the support, maintenance and operation of the Library and its branch libraries, as aforesaid.

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Levying Authority - Kanawha County Commission

RESOLVED, that the Library requests the County Commission of Kanawha County to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of the West Virginia Legislature, 1957, which will produce $2,784,901 required for the support, maintenance and operation of the Library and its branch libraries for the fiscal year beginning July 1, 2010;

RESOLVED FURTHER, that such request be transmitted to said County Commission by letter from the Board of Directors of the Library duly signed by its President.

RESOLVED FURTHER, that the officers of the Board of Directors of the Library and the Library Director be authorized and directed to sign such other papers and to perform such acts as may be necessary to effect the proper laying of the said levy by the County Commission of Kanawha County authorized by the said statute, in order to provide for the support, maintenance and operation of the Library and its branch libraries, as aforesaid.

Mr. Engelbert reviewed the transfer of funds resolution previously distributed to the Board. Upon motion duly made, seconded and unanimously carried, the following resolution was approved:

RESOLVED, that $12,100 be moved from contingency to Dunbar – contractual Services and $1,450 be moved from Contingency to Clendenin – contractual Services in the FY 09/10 Budget
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Long Range Planning Committee. Ms. Cloer updated the Board on progress on the Long Range Plan. The Committee met on March 3rd to review a draft of the Plan. The plan spans three years and includes eight main goals. A copy of the draft will be sent to the Board for review. There will be a public meeting to review and solicit feedback. After that, the final draft will be presented to the KCPL Board for approval.

Building Committee. Mr. M. Smith reported that the committee met with Chapman Technical Group to request clarification and updates on their original study of the Elk Valley facility. Chapman Technical Group subsequently provided a Scope of Work document that also includes revisions to their fee.

After discussion, a motion was made, seconded and passed, with Ms. Cloer abstaining, that Mr. Miller and Mr. Engelbert work with Chapman Technical Group to further refine the Scope of Work document to include milestones at which the fee to Chapman Technical Group will be paid; and to specify points in the design process where costs will be better defined and the Board afforded opportunities to again assess the project before proceeding further.

NEW BUSINESS:

National Library Week Resolution. Upon motion duly made, seconded and unanimously carried, the following resolution was approved:

WHEREAS, April 11 through April 17, 2010 will be celebrated as National Library Week, and

WHEREAS, the Kanawha County Public Library system staff again, during the past year, has exhibited its dedication to continuing the delivery of quality services to library patrons as exemplified by the sustained use of over one million items in the collection last year and the continued success of the West Virginia Book Festival and the summer library clubs for children and adults, and

WHEREAS, the Kanawha County Public Library system staff have also planned, programmed and implemented many other activities in the past year that have resulted in the expansion and improvement of library services provided to patrons.

NOW, THEREFORE BE IT RESOLVED, by the Board of Directors of the Kanawha County Public Library system here assembled on March 8, 2010 that on the occasion of National Library Week, the staff of the Kanawha County Public Library system are hereby commended for its continued effort to provide patrons with the most effective services, materials and facilities possible in order to contribute to the level of quality of life desired by the patrons with regard to public library services, and

BE IT FURTHER RESOLVED, by the Board of Directors of the Kanawha County Public Library system that this resolution of commendation be made known to all members of the staff.

Board Membership Resolution. Mr. Albert reported that he received an advisory opinion requested from the West Virginia Ethics Commission regarding the eligibility of Bryan Cokeley to serve on the KCPL Board, given the existence of a bond service contract entered into by KCPL with which Mr. Cokeley's law firm prior to his being nominated to the KCPL Board. The opinion allows the Board to move forward with its recommendation that Mr. Cokeley serve on the Board but spells out certain reasonable cautions that should be observed.

Upon motion duly made, seconded and unanimously carried, the following resolution was approved:

RESOLVED, that Mr. Michael Albert, Ms. Susan Poffenbarger and Mr. Harry Reustle be recommended to the Kanawha County Board of Education for another six year term as a Director of the Kanawha County Public Library, with such six year term to end June 30, 2016.

RESOLVED, that Bryan Cokeley be recommended to the Kanawha County Board of Education for appointment as a Director of the Kanawha County Public Library to complete the unexpired term of Dr. Charlene Byrd for the term ending June 30, 2012.

There being no further business the meeting was adjourned.

Michael T. Albert
President

Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON

April 12, 2010

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, April 12, 2010, at 4:00 p.m., in the John V. Ray Room of the Library.

The following Board Members were present:

Dr. K. Bailey	Mr. H. Reustle
Ms. N. Chilton	Ms. V. Rugeley
Ms. C. Cloer	Ms. A. Russell
Ms. E. Lord	Ms. A. Silbernagel
Mr. J. Miller	Mr. M. Smith
Ms. J. Pauer	Mr. P. Smith
	Ms. K. Woody

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Linda Miller, Associate Director for Public Services; Ms. Patty Tompkins, Development Coordinator; Ms. Susanna Holstein, Manager for Facilities and Security; Ms. Rachelle Beckner, Manager for Marketing and Development; and Ms. Tricia Stringer, Administrative Coordinator.

Also present was Board Member nominee, Bryan Cokeley.

Mr. M. Smith presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and unanimously carried, the minutes of the March 8, 2010 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and unanimously carried, the payment of Book Bills in the amount of $88,192.45 and the General Bills in the amount of $293,557.15 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds of $7,119.78 duly certified and approved in accordance with the Bylaws and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $1,650.08 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set forth on the list be paid.

Directors Monthly Report:

Mr. Engelbert gave a report on activities for the month, including:

- The West Virginia Legislature restored Grants in Aid funds that were reduced by $575,000 in the Governor's proposed budget. Governor Manchin vetoed restoration of some of the funds. There may be a possibility of a supplemental appropriation in the Interim Sessions to make up all or part of the reduction.. Mr. Engelbert requested all Board members to contact their legislators and the Governor to appeal for a supplemental appropriation and provided sample letters and mailing labels. Senate Bills 70 and 237, which address issuance of general obligation and revenue bonds respectively, passed in the legislative session and were signed by the Governor.

- The installation of the new cooling tower for the Main Library has been completed. Mr. Engelbert extended his thanks to the staff for their patience during unseasonably hot weather.

- Ms. Susanna Holstein and Ms. Linda Miller have been working on a plan to adjust the stacks on the 1st and 2nd floors of the Main Library in order to comply with ADA. ZMM digitized building blueprints so multiple options can be developed and considered. This will be a complex, disruptive and potentially expensive project. The logistics of the move are being discussed with regard to how it will affect patrons and service.

- Mr. Engelbert met with key employees to discuss the upcoming construction project at Elk Valley. Parking the old Bookmobile at the current branch facility to provide service during construction does not appear to be feasible. During a trip to Elk Valley to look at possible temporary sites to hold the collection and furnishings while construction is ongoing, they found a building that shows potential as a site for a new library. We are

looking into the current ownership of the building and will contact them to explore the matter further.

- The financial information regarding the Branch Advisory Boards has been forwarded to Suttle & Stalnacker, per their request. Mr. Engelbert and Ms. Kim Runion met with the auditors to answer initial questions and discuss the material. Mr. Engelbert will apprise the Board of developments.

- A Public Meeting to discuss the Long Range Plan will be held on Sunday, April 18th at 2pm at the Dunbar Branch. This is the final step in the draft process before the plan is presented to the Board, which should be at the May meeting.

- The Basket Auction held this weekend was a great success. Preliminary numbers are up from the previous year.

- Mr. Engelbert will continue to focus on developing the proposed 2010-2011 budget.

REPORTS OF COMMITTEES:

Building Committee. Due to the previously mentioned developments regarding the Elk Valley Branch, the Building Committee meeting has been postponed until additional information is collected.

There being no further business the meeting was adjourned.

First Vice President

Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON

May 10, 2010

The Regular Meeting of the Board of Directors of the Kanawha County Public Library was held on Monday, May 10, 2010, at 4:00 p.m., in the John V. Ray Room of the Library.

The following Board Members were present:

Mr. M. Albert	Ms. S. Poffenbarger
Dr. K. Bailey	Ms. V. Rugeley
Ms. N. Chilton	Ms. A. Silbernagel
Ms. C. Cloer	Mr. M. Smith
Mr. J. Miller	Ms. K. Woody

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Patty Tompkins, Development Coordinator; Ms. Rachelle Beckner, Manager for Marketing and Development; Ms. Karen Ireland, Benefits Coordinator; and Ms. Tricia Stringer, Administrative Coordinator.

Also present were Board Member nominee, Bryan Cokeley, and Attorney, Mr. Chris J. Winton, of Ray, Winton & Kelley, PLLC.

Mr. M. Albert presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and unanimously carried, the minutes of the April 12, 2010 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and unanimously carried, the payment of Book Bills in the amount of $103,511.62 and the General Bills in the amount of $152,426.94 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds of $3,367.87 duly certified and approved in accordance with the Bylaws and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $244.68 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set forth on the list be paid.

Executive Session – Property Acquisitions.

Pursuant to WV Code Section 6-9A-4(b)(9) and upon a motion duly made, seconded and unanimously approved, the Board went into executive session to discuss the resolution of a pending property acquisition matter and issues involving the Elk Valley facility.

Following adjournment of the executive session, the public Board meeting resumed. A motion was made, seconded and unanimously approved that the Board authorize the making of a counter offer on the basis of the discussion held in executive session.

Directors Monthly Report:

Mr. Engelbert gave a report on activities for the month, including:

- Mr. Engelbert displayed the plaque for the Linda G. Wright Award for Excellence in Library Service. This will be displayed in the Ray Room.

- To comply with the ADA, a major project will be undertaken in the near future to reconfigure the book stacks on the 1st and 2nd floors of the Main Branch. It will result in the loss of shelving units on both floors and the attendant necessity to reduce collection sizes. Linda Miller is working on the logistics of the move and the effects this will have on staff, patrons, and overall service.

- The Jack Hanna event has proven to be very popular. All tickets were distributed on the first day available at every location, with Elk Valley distributing its allotment in four minutes.

- The WV Book Festival Steering Committee continues to explore alternate locations for the future. Mr. Engelbert and members of the committee toured the University of Charleston facility. The Steering committee believes there is excellent potential for a partnership with UC. It would require that the Festival move to spring, there would be no Festival in the fall of 2011, and probably would require that the Book Festival and the

large Book Sale become separate events. The Committee will continue to explore the possibilities available.

- Suttle and Stalnacker continue to work on the completion of the audit. Mr. Engelbert, Mr. Albert and Mr. M. Smith plan to meet with the auditors soon to discuss issues involving the Branch Advisory Boards.

- Mr. Engelbert attended a meeting of all public libraries called by the West Virginia Library Commission at Flatwoods, West Virginia, to discuss library funding in the state. He distributed to the Board highlights from the presentation at the meeting of options for funding. Mr. Engelbert will attend a follow-up meeting on May 20th of the WVLA Ad Hoc Committee on Funding. In order to avoid any conflict with his current position as KCPL Director, he may decline his appointment to Chair the WVLC Legislative Committee for the upcoming year, which would spearhead any attempt to change funding patterns in West Virginia.

- Mr. Engelbert continues to focus on developing the proposed 2010-2011 budget for both KCPL and the Foundation. The Personnel Committee has reviewed and will recommend approval of that section of the budget to the Finance Committee. The Finance Committee will review the entire budget and hopefully will forward it to the Board with a recommendation for adoption at the June Board meeting. Mr. Engelbert also reviewed a letter received from the City of Charleston regarding payments to the Library in FY 2011. A copy was also distributed to the Board members.

REPORTS OF COMMITTEES:

Nominating Committee. Mr. Albert appointed Ms. Rugeley, Ms. Poffenbarger, and Ms. Woody to the ad hoc Nominating Committee for the purpose of nomination of Board officers for Fiscal Year 2010/2011.

NEW BUSINESS:

The Annual meeting of the KCPL Board of Directors will be held Friday July 2, 2010 at 8:30 am in the Ray Room, Main Branch.

Upon motion made, seconded and unanimously carried, the proposed Long Range Plan 2010 – 2012 was adopted as presented.

There being no further business the meeting was adjourned.

President

Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON

June 14, 2010

The Regular Meeting of the Board of Directors of the Kanawha County Public Library was held on Monday, June 14, 2010 at 4:00 p.m. in the John V. Ray Room of the Library.

The following Board Members were present:

Mr. M. Albert	Ms. S. Poffenbarger
Dr. K. Bailey	Mr. H. Reustle
Ms. N. Chilton	Ms. V. Rugeley
Ms. C. Cloer	Ms. A. Russell
Ms. E. Lord	Ms. A. Silbernagel
Mr. J. Miller	Mr. M. Smith
Ms. J. Pauer	Mr. J. Withrow
	Ms. K. Woody

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Linda Miller, Associate Director for Public Services; Ms. Katie Ross, Children's Librarian; Ms. Amy Arey, Teen Collection and Programming Librarian; Ms. Susan Maguire, Collection Specialist Librarian; Ms. Rachelle Beckner, Manager for Marketing and Development; Ms. Patty Tompkins, Development Coordinator; Ms. Kim Runion, Accounting Services Coordinator; and Ms. Karan Ireland, Benefits Coordinator.

Also present was Mr. Chris Deweese, Suttle & Stalnaker.

Mr. Albert presided. The Director served as Secretary. The Secretary reported that a quorum was present. Mr.Withrow was introduced as a newly appointed member of the Board.

Approval of Minutes. Upon motion duly made, seconded and carried the minutes of the May 10, 2010 meeting were approved as distributed to the Board, with Mr. Withrow abstaining.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and unanimously carried, the payment of Book Bills in the amount of $126,529.40 and the General Bills in the amount of $254,006.14 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds of $3,579.37 duly certified and approved in accordance with the Bylaws and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $1,635.41 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set forth on the list be paid.

REPORTS OF COMMITTEES:

Financial Affairs Committee. Mr. Smith advised that the audits of Kanawha County Public Library and of the Library Foundation of Kanawha County, Inc. for FY 2009 were reviewed by the Finance Committee and forwarded to the Board with a recommendation for approval. Mr. Deweese of the accounting firm Suttle & Stalnaker reviewed the auditing procedures and the results of the audits. Mr. Deweese stated that there were no adverse findings, no deficiencies of internal control and no issues of non-compliance for fiscal year 2009. Both KCPL and the Library Foundation received unqualified audits with positive opinions included. Mr. Smith advised that the Financial Affairs Committee recommended the approval of the audited financial statement. After a motion duly made, seconded, and unanimously carried the Audits for the KCPL and the Library Foundation for fiscal year 2009 were approved.

Mr. Smith also introduced the proposed budget for 2010/2011. The budget has been reviewed by the Personnel and Financial Affairs committees prior to the Board meeting and came to the Board with a recommendation for approval, After discussion, a motion was duly made, seconded, and unanimously carried that the KCPL Fund Balance Recommendations be accepted and the Budget for Fiscal Year 2010-2011 be adopted in the amount of $8,063,743 in the General Fund and $933,500 in the Construction Fund, for a total of $8,997,243.

Building Committee. Mr. Smith reported on the progress of the Elk Valley/ADA compliance project. He and Mr. Engelbert outlined six options that would bring the branch into compliance with ADA requirements and the estimated cost of each option. Mr. Albert explained that the option to lease an existing building at the Crossings Mall of Elk View as an alternative to renovating the existing facility or purchasing land and constructing a new facility is under consideration. Reaction to this option has been positive, but continued investigation and further negotiation with the owner will be necessary before the matter can be brought to the Board for further consideration.

Nominating Committee. Ms. Rugeley reported that the Nominating Committee met and recommends the following officers for the upcoming fiscal year to the KCPL Board of Directors:

Mr. Mike Albert	President
Mr. Matt Smith	First Vice President
Dr. Kenneth Bailey	Second Vice President
Mr. Alan Engelbert	Secretary/Treasurer

Election of officers will take place at the Annual Meeting.

Directors Monthly Report:

Mr. Engelbert gave a report on activities for the month, including:

- The completion of the 2009 audit and the 2010/2011 budget proposal, as well as the continued work on the Elk Valley building project have been the focus of the past month.
- ADA compliance renovations at the Main Library with respect to spacing and clearances between stacks have begun. Some furniture on the 1st floor has been removed or rearranged. The collection on the 2nd floor has been weeded intensively to allow removal of book stack units sufficient to allow for ADA-mandated clearances and the shifting of the entire collection. Linda Miller, Susanna Holstein, Toni Blessing, Elizabeth Fraser, and Kay Ferrill have developed a step-by-step plan for accomplishing the necessary work. The fiction collection on the 1st floor will undergo a similar process immediately after work on the second floor is complete. Mr. Engelbert expressed his thanks and appreciation to the many staff involved with this project.

- Implementation of the Long Range Plan will continue with work related to the Elk Valley/ADA compliance issue. The next project to commence will be a review of the Library Operational and Library Personnel policies. In the coming months issues regarding the Branch Advisory Boards and the way that they are structured will also be addressed.

- Discussion of issues involving statewide funding of public libraries will continue from on through the beginning of the next legislative session.

- KCPL's Marketing Department was selected for honorable mention in a "Best in Show" competition by a division of the American Library Association for the Open a Modern

Classic video and the materials produced for the 100th Anniversary Gala. Mr. Engelbert extended his congratulations.

- The June 7th program "Jack Hanna Goes into the Wild" was a well-received, successful program that brought more than 2,300 people to Charleston's Municipal Auditorium. Congratulations and thanks went out to Terri McDougal, Toni Blessing, and Katie Ross, as well as all the staff who volunteered to work on the program.

Staff Report:

Ms. Ross introduced the Children's Summer Reading Program, "Book a Rainforest Adventure" which will include programs and guests such as Snakes Alive and the Turtle Lady. At the time of the meeting, 969 children had registered for the program.

Ms. Arey outlined the Teen Summer Library Program, "Chillax and Read". She noted that each teen who completes the program will receive a prize.

Ms. Maguire presented the Board with an overview of this year's Britton Summer Reading Club for adults. Participants can read in ten categories. Ms Maguire brought examples of books and other media from each of the categories. This is the Club's ten year anniversary and to honor it, staff has focused on categories that include the word "ten" and on prizes made of tin, the traditional tenth anniversary gift. Ms. Maguire also brought a sign-up sheet and encouraged everyone in attendance to register and read.

Ms. Ross, Ms. Arey and Ms. Maguire indicated that these programs reach over 3,000 patrons, including more than 2,600 students.

OLD BUSINESS:

None.

NEW BUSINESS:

July 2010 Annual Meeting. The statutory annual meeting of the Board is scheduled for Friday, July 2nd at 8:30 a.m. The annual meeting will continue on July 19th at 2:00 p.m.

There being no further business the meeting was adjourned.

Michael A. Albert
President

Secretary

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